

2020 | 2nd Quarter

June 25, 2020
3:00 p.m. – 4:30 p.m.

AGENDA

[Zoom](#)

Meeting ID: 837 5736 2833
Password: CIRDA

312 626 6799 US
Meeting ID: 837 5736 2833
Password: 790050

- | | | |
|----|-------------------------|-----------------------------|
| 1. | Welcome + Introductions | Chris Pryor, City of Carmel |
|----|-------------------------|-----------------------------|

ITEMS FOR APPROVAL

- | | | |
|----|--|-----------------------------|
| 2. | Meeting Minutes from 04/24/2020 | Chris Pryor, City of Carmel |
| 3. | IMPO as RDA Fiduciary Agent and Rescind 2019-RDA-007 | Sean Northup, MPO |
| a. | Resolution #2020-RDA-003 | |
| 4. | Legal Representation | Anna Gremling, MPO |
| a. | Scope | |
| b. | Resolution #2020-RDA-004 | |
| 5. | Audit Approval | Anna Gremling, MPO |
| a. | Resolution #2020-RDA-005 | |
| 6. | Insurance | Sean Northup, MPO |
| a. | Resolution #2020-RDA-006 | |
| 7. | Budget Amendment #1 | Sean Northup, MPO |
| a. | Resolution #2020-RDA-007 | |
| 8. | Hamilton County EDA Support | Sean Northup, MPO |
| a. | Resolution #2020-RDA-008 | |

STATUS UPDATES

- | | | |
|-----|---------------------|-------------------|
| 9. | Financial Report | Sean Northup, MPO |
| 10. | CEDS Update | Rose Scovel, MPO |
| 11. | New RDA Legislation | Sean Northup, MPO |

OTHER ITEMS

- | | | |
|-----|-------------------------|-----------------------------|
| 12. | Other Items of Business | Anna Gremling, MPO |
| 13. | Adjournment | Chris Pryor, City of Carmel |

Central Indiana Regional Development Authority
Meeting Minutes
April 24, 2020
3:00 p.m.
Virtual Meeting

Committee Members Present, Representing Quorum:

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

Committee Members Missing:

None.

Others Present:

Anna Gremling, Indianapolis Metropolitan Planning Organization (MPO)	Sean Northup, MPO
Danielle Gerlach, MPO	Chris Steinmetz, City of Indianapolis—Office of Corporation Council
Rick Cockrum, Capital Assets	Sydnee – Capital Assets

1. **Welcome**

Chris Pryor called the meeting to order at 3:03 pm. **Anna Gremling** conducted roll call of RDA Board Members.

ITEMS FOR APPROVAL

2. **Meeting Minutes**

Mitch Frazier moved to approve meeting minutes from February 24, 2020 RDA Board Meeting.

Dr. Roderick Perry seconded the motion.

Roll Call Vote:

- Chris Pryor, Yes
- Mitch Frazier, Yes
- Keith Lauter, Yes
- Dr. Roderick Perry, Yes
- Frank Esposito, Yes

The minutes of the February 24, 2020 RDA Board Meeting were approved as presented.

MOTION PASSED.

3. **2021 Membership Dues and Budget Resolution 2020-RDA-002**

Sean Northup explained changes in the budget for 2021, including increased staff time. The rates have remained from last year. The total budget is lower than last year's due to the lower cost of the audit. **Northup** explained the amount of dues for each community based on population.

Keith Lauter moved to recommend approval of Resolution 2020-RDA-002, approving the 2021 budget and membership dues.

Mitch Frazier seconded the motion.

Roll Call Vote:

- Chris Pryor, Yes
- Mitch Frazier, Yes
- Keith Lauter, Yes
- Dr. Roderick Perry, Yes
- Frank Esposito, Yes

Resolution 2020-RDA-002 was approved.

MOTION PASSED.

STATUS REPORTS

4. **Financial Report**

Northup updated the group on the financial report. There were no changes other than what was mentioned in the budget. **Gremling** explained a difference may be noticed between the purchase order and contract for the 2019 audit, which happened from decreasing the total cost after contract negotiations.

5. **2019 Audit**

Anna Gremling briefed the group about the 2019 audit, which is being conducted by KSM Consultants. They are seeking to begin in approximately two weeks and expect the process to take a few days.

Gremling is hoping to have the results at the next board meeting and will be sending preliminary reports once they are received.

6. **Legislation**

Rick Cockrum of Capitol Assets updated the group on legislation and Senate Bill 350 that recently passed the state government. This bill codifies the MPO strategic plan and also endorses it at the legislative level. This should not result in any major changes. The bill has an exhaustive list of duties for the RDA, specified for Central Indiana. There were questions about management initially. **Chris Steinmetz** asked about the provision that causes the legislation to expire on July 1, 2025. **Rick** explained this is a pilot right now and adding that sunset provision is means to have the group return to the legislature and show them what has occurred. **Chris Pryor** asked if the approved legislation relieves the current RDA of the fiduciary responsibilities that were previously agreed upon. **Gremling** explained the RDA meeting schedule will be modified and the resolution designating the RDA as the fiduciary agent will be revised. **Pryor** asked about what to do moving forward. **Gremling** stated these conversations are starting to occur to figure out next steps. **Sean Northup** added that in the RDA section of the bill, it specifically says the RDA must cooperate with the new MPO. He added the MPO's organization will be changing, which will also be part of those conversations.

7. **Comprehensive Economic Development Strategy (CEDS) Update**

Anna Gremling explained how the groups will be organized as the MPO expands its operations beyond transportation. The EDD is necessary because there are funds available that the MPO and RDA cannot apply for because there is not an existing CEDS document or EDD designation. The MPO has letters of support from all counties that will be a part of the Central Indiana EDD with the exception of Shelby County, it belongs to a different EDD and cannot be in two concurrently.

Gremling briefed the group on the process moving forward to get the EDD designation. The application is going in after June 1 so the MPO does not need to apply under the City of Indianapolis but under the new MPO. **Gremling** highlighted some of the required elements will be updated from previous versions of the CEDS document and be brought to the modern application standards. Following the CEDS approval, the MPO can then apply for the EDD designation and have access to apply for additional funds. A board is needed, which will be determined later. **Gremling** added it is a 1:1 match, meaning we would have to figure out where to get the matching \$70,000. **Chris Pryor** asked about what needs to happen next for the grant application. **Gremling** hopes to submit sometime in June.

OTHER ITEMS OF BUSINESS

8. *Other Items of Business*

Chris Pryor inquired about the status of the annual report and whether it has been submitted. **Gremling** is looking into it to ensure it was submitted.

9. *Adjournment*

Keith Lauter moved to adjourn the RDA Board Meeting.

Mitch Frazier seconded the motion.

Roll Call Vote:

- Chris Pryor, Yes
- Mitch Frazier, Yes
- Keith Lauter, Yes
- Dr. Roderick Perry, Yes
- Frank Esposito, Yes

The RDA Board meeting was adjourned at 3:45 pm.

MOTION PASSED.

Central Indiana Regional Development Authority

Resolution No. 2020-RDA-003

A RESOLUTION authorizing the Central Indiana Regional Development Authority (the "CIRDA"), as created under Indiana Code § 36-7.6, and the Metropolitan Planning Organization ("MPO") to combine their purposes hereunder retroactively as of June 1, 2020, and authorizing the MPO to act as fiscal agent for CIRDA. This Resolution also rescinds Resolution 2019-RDA-007, as amended.

WHEREAS, the MPO, the Department of Metropolitan Development and the Governor of the State of Indiana have all approved of the MPO terminating its hosting agreement with DMD and beginning to operate as an independent organization as of June 1, 2020; and

WHEREAS, on March 18, 2020 the Governor of Indiana signed into law Senate Bill 350, which codifies the establishment and governing provisions of the new independent Indianapolis Metropolitan Planning Organization (I.C. § 36-7-7.7), and

WHEREAS, following an analysis of the available options for structuring the new MPO and CIRDA, the MPO and CIRDA have collectively determined that it will be in the best interest of both organizations for the newly established Indianapolis Metropolitan Planning Organization to act as fiscal agent for CIRDA, and

WHEREAS, on October 7, 2019, the CIRDA Board approved Resolution 2019-RDA-007, with amendments, authorizing CIRDA to act as the host entity of the MPO beginning June 1, 2020, and

WHEREAS, the enactment of Senate Bill 350 renders the intent of Resolution 2019-RDA-007 ineffective, and Resolution 2019-RDA-007 should be properly rescinded,

NOW THEREFORE BE IT RESOLVED, that the Central Indiana Regional Development Authority Board hereby authorizes the Indianapolis Metropolitan Planning Organization to act as fiscal agent for CIRDA effective retroactively to June 1, 2020 and shall approve and execute any document or agreement necessary to accomplish the purposes of this resolution.

BE IT FURTHER RESOLVED, that Resolution 2019-RDA-007 is hereby rescinded

Central Indiana Regional Development Authority Board Chair:

Central Indiana Regional Development Authority

Resolution No. 2020-RDA-004

A RESOLUTION authorizing the Central Indiana Regional Development Authority ("CIRDA") to authorize CIRDA to provide funding for a contract between CIRDA and Frost Brown Todd in an amount not to exceed \$5,000 to provide legal services to CIRDA.

WHEREAS, CIRDA provides the opportunity for regional collaboration between CIRDA member communities on economic development projects of regional importance; AND

WHEREAS, in order to carry out its responsibilities, CIRDA needs legal services; and

WHEREAS, Frost Brown Todd are willing to provide legal services and CIRDA wishes to use the services of Frost Brown Todd for this purpose; AND

NOW THEREFORE BE IT RESOLVED, that the Central Indiana Regional Development Authority ("CIRDA") to authorizes CIRDA to provide funding for a contract between CIRDA and Frost Brown Todd in an amount not to exceed \$5,000 to provide legal services to CIRDA

Signatures Appear on the Following Page

2020-RDA-004

Central Indiana Regional Development Authority Board Chair:

Central Indiana Regional Development Authority

Resolution No. 2020-RDA-005

A RESOLUTION authorizing the Central Indiana Regional Development Authority ("CIRDA"), to approve the results of the 2019 audit conducted by Kapp, Sapper, Miller ("KSM") and authorize the Board Chairman to execute related documents required by KSM as part of the audit process.

WHEREAS, Indiana Code § 36-7.6-2-14 requires the state office of management and budget to contract with a certified public accountant for an annual financial audit of each regional development authority of the state and further requires CIRDA to pay the cost of said financial audit of CIRDA; and

WHEREAS, Indiana Code § 36-7.6-2-14 further provides that the audit report be completed not later than four (4) months after the end of each calendar year; and

NOW THEREFORE BE IT RESOLVED, that the Central Indiana Regional Development Authority Board hereby authorizes CIRDA to approve the results of the 2019 audit conducted by the Kapp, Sapper, Miller ("KSM") and authorize the Board Chairman to execute related documents required by KSM as part of the audit process.

Signatures Appear on the Following Page

2020-RDA-005

DATE: _____

Central Indiana Regional Development Authority Board Chair:

Central Indiana Regional Development Authority

Resolution No. 2020-RDA-006

A RESOLUTION authorizing the Central Indiana Regional Development Authority ("CIRDA") to authorize CIRDA to provide funding for a contract between CIRDA and an insurance underwriter in an amount not to exceed \$5,000 to purchase insurance for CIRDA.

WHEREAS, CIRDA provides the opportunity for regional collaboration between CIRDA member communities on economic development projects of regional importance; AND

WHEREAS, CIRDA needs insurance to protect its members; AND

WHEREAS, staff has been working with Gregory Appel to identify the best pricing and coverage packages, and CIRDA wishes to purchase insurance from the identified insurance underwriter; AND

NOW THEREFORE BE IT RESOLVED, that the Central Indiana Regional Development Authority ("CIRDA") authorizes CIRDA to provide funding for a contract between CIRDA and an insurance underwriter in an amount not to exceed \$5,000 to purchase insurance for CIRDA.

Chris Pryor, CIRDA Board Chair

Date

2021 RDA Budget Amendment #1							
Task	Description	Master Planner	Senior Planner	Planner	Other Expens	Total	Notes
2021-01	RDA 2021 Q1 Meeting	6		10		16	Attendance, prep, minutes
2021-02	RDA 2021 Q2 Meeting	6		10		16	Attendance, prep, minutes
2021-03	RDA 2021 Q3 Meeting	6		10		16	Attendance, prep, minutes
2021-04	RDA 2021 Q4 Meeting	6		10		16	Attendance, prep, minutes
2021-05	Website maintenance			16	\$5,000	16	Regular maintenance
2021-06	RDA Audit	10		20	\$7,500	30	1 year audit (max, according to letter)
2021-07	RDA Annual Report	8		16		24	Required by statute
2021-08	RDA Public Meeting Notices			8	\$500	8	Required to satisfy open meetings laws
2021-09	RDA Printing				\$300	0	Reimbursement of MPO's printing contract
2021-10	Legal Services				\$2,500	0	FBT Contract
2021-11	RDA Insurance				\$5,000	0	D&O Insurance (\$5k is the MPO quote, RDA probably less)
2021 Hours Subtotal		16	0	60		76	
2021 Rates		\$50	\$32	\$30			<i>Change</i>
2021 Total Expense		\$800	\$0	\$1,800	\$20,800	\$23,400	\$5,000
Dues			<i>Change</i>				<i>Change</i>
	City of Indianapolis	\$19,503.70	\$4,167				1. FBT legal contract up to \$5,000; \$2,500 assumed
	City of Westfield	\$863.76	\$185				2. Reduce staff hours to offset legal increase
	City of Carmel	\$1,861.89	\$398				3. Add up to \$5,000 for insurance (probably less)
	City of Greenwood	\$1,170.65	\$250				4. Increase dues to offset insurance increase

Central Indiana Regional Development Authority

Resolution No. 2020-RDA-007

A RESOLUTION amending the 2021 Central Indiana Regional Development Authority ("CIRDA") budget and increase membership dues in an amount not to exceed \$5,000.

WHEREAS, CIRDA provides the opportunity for regional collaboration between CIRDA member communities on economic development projects of regional importance; AND

WHEREAS, the City of Indianapolis, Office of Corporation Council will no longer be providing legal services for CIRDA; AND

WHEREAS, CIRDA needs insurance to protect its members and constituents; AND

WHEREAS, the 2021 budget is funded by member dues; AND

NOW THEREFORE BE IT RESOLVED, that the Central Indiana Regional Development Authority ("CIRDA") authorizes amending the 2021 CIRDA budget and increasing membership dues in an amount not to exceed \$5,000

Chris Pryor, CIRDA Board Chair

Date

Central Indiana Regional Development Authority

Resolution No. 2020-RDA-008

A RESOLUTION of the Central Indiana Regional Development Authority (“CIRDA”) supporting Hamilton County Tourism’s Economic Adjustment Assistance (“EAA”) Grant application to the Economic Development Administration (“EDA”).

WHEREAS, CIRDA provides the opportunity for regional collaboration between CIRDA member communities on economic development projects of regional importance; AND

WHEREAS, as a result of the 2020 U.S. CARES Act, the US Department of Commerce Economic Development Administration has made available the EAA grant to spur economic development, including tourism, in communities negatively impacted by COVID-19; AND

WHEREAS, Hamilton County is Indiana’s third largest tourism economy, attracting more than 4 million annual visitors who spend almost \$1 billion in Central Indiana; AND

WHEREAS, economic production by Hamilton County is essential to Central Indiana’s overall prosperity; AND

WHEREAS, the Indianapolis region’s Comprehensive Economic Development Strategy, adopted in 2015, specifically identifies the need to support arts, entertainment, recreation, and sports to support a vibrant local economy; AND

NOW THEREFORE BE IT RESOLVED, that the Central Indiana Regional Development Authority hereby and wholly supports Hamilton County Tourism’s Economic Adjustment Assistance Grant application to the Economic Development Administration.

Chris Pryor, CIRDA Board Chair

Date

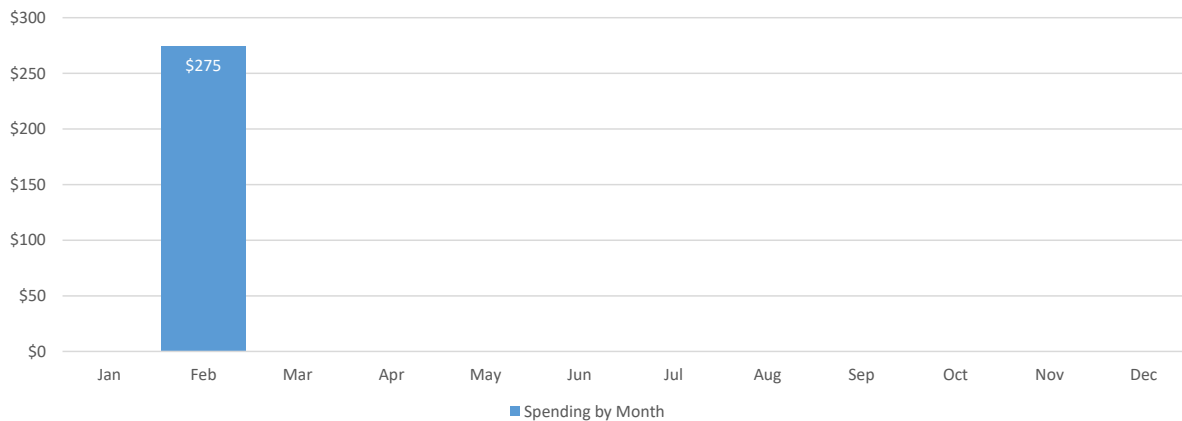
RDA Budget Appropriation & Expenses by Character, Fund (from PeopleSoft)

RDA Budget			
	<u>15151 - Trns Gen</u>	<u>25506 - Grant</u>	<u>RDA Total</u>
Character 1 - PERSONAL SERVICES	\$0	\$0	\$0
Character 2 - SUPPLIES	\$0	\$0	\$0
Character 3 - OTHER SERVICES & CHAR	\$0	\$0	\$0
Character 4 - CAPITAL OUTLAYS	\$0	\$0	\$0
Character 5 - OTHER FINANCING USES	\$0	\$0	\$0
Total	\$0	\$0	\$0

RDA Expenses + Encumbrance + Pre-Encumbrance			
	<u>15151 - Trns Gen</u>	<u>25506 - Grant</u>	<u>RDA Total</u>
Character 1 - PERSONAL SERVICES	\$0	\$0	\$0
Character 2 - SUPPLIES	\$0	\$0	\$0
Character 3 - OTHER SERVICES & CHAR	\$0	\$0	\$0
Character 4 - CAPITAL OUTLAYS	\$0	\$0	\$0
Character 5 - OTHER FINANCING USES	\$0	\$0	\$0
Total	\$0	\$0	\$0

RDA Remaining Budget to be Programmed (budget - [expenses + encumbrance + pre-encumbrance])			
	<u>15151 - Trns Gen</u>	<u>25506 - Grant</u>	<u>Balance Remaining</u>
Character 1 - PERSONAL SERVICES	\$0	\$0	\$0
Character 2 - SUPPLIES	\$0	\$0	\$0
Character 3 - OTHER SERVICES & CHAR	\$0	\$0	\$0
Character 4 - CAPITAL OUTLAYS	\$0	\$0	\$0
Character 5 - OTHER FINANCING USES	\$0	\$0	\$0
Total	\$0	\$0	\$0

RDA Spending & Unencumbered Balance by Month		
	<u>Spending by Month</u>	<u>YTD Spending</u>
Jan	\$0	\$0
Feb	\$275	\$275
Mar	\$0	\$275
Apr	\$0	\$275
May	\$0	\$275
Jun	\$0	\$275
Jul	\$0	\$275
Aug	\$0	\$275
Sep	\$0	\$275
Oct	\$0	\$275
Nov	\$0	\$275
Dec	\$0	\$275



Detailed Spending by Month

Sum of Amount	Column Labels	
Row Labels	Feb	Grand Total
15151	275.00	275.00
CHAR 3	275.00	275.00
Grand Total	275.00	275.00

Open Purchase Order Balances

Row Labels	Min of PO Year	Remaining Balance	Total of POs
CHAR 3	4039	\$13,407.00	\$13,682.00
MATCHBOOK CREATIVE INC	2019	\$3,407.00	\$3,682.00
1300004546	2019	\$3,407.00	\$3,682.00
KSM BUSINESS SERVICES INC	2020	\$10,000.00	\$10,000.00
1300004859	2020	\$10,000.00	\$10,000.00
(blank)			
CHAR	1331900		
(blank)	1900		
Grand Total	1900	\$13,407.00	\$13,682.00

RDA Dues	2020 Dues	Date invoiced	Date rcvd
Indianapolis	\$ 15,586	5/20/2019	
Greenwood	\$ 653	5/20/2019	2/10/2020
Carmel	\$ 1,038	5/20/2019	5/22/2019
Westfield	\$ 481	5/20/2019	12/20/2019