



TOWN OF DANVILLE

**Danville Redevelopment Commission
March 12, 2025
5:30 PM**

AGENDA

- I. Call to Order**
 - Pledge of Allegiance
 - Establish Quorum
 - Approve Minutes
- II. Old Business: None**
- III. New Business: None**
- IV. Invoices: None**
- V. Items for Discussion:**
 - RFQ - Economic Development Coordinator - Update
 - Wastewater Extension Update – Dave Potter – Update
 - Indiana Redevelopment Commission – 2024 Key Dates and Annual Requirements – April 15 Deadline
 - TIF Management Report to the Town Council
- VI. Report of Officers, Committees and Staff**
- VII. Adjourn**

**Next Meeting:
April 9, 2025**

DANVILLE REDEVELOPMENT COMMISSION MINUTES
February 12th, 2025
5:30 PM

Members' Present: Ben Comer, Tracey Shafer, Matt Steward, David Glover (virtual), Tim McRoberts
Members Absent: Brad Legan
Staff Present: Lesa Ternet, Brittany Mays, Barry Lofton
Guests: David Potter
Legal: Adam Steuerwald (virtual)

A quorum was established, and the meeting was called to order by B. Comer.

M. Steward made a motion to approve December 11th, 2024, minutes. B. Comer seconded the motion. Motion carried 4-0.

M. Steward – Aye
T. McRoberts – Aye
B. Comer – Aye
D. Glover – Aye

D. Glover made a motion to retain B. Comer as President. M. Steward seconded the motion. Motion carried 4-0.

M. Steward – Aye
T. McRoberts – Aye
B. Comer – Aye
D. Glover – Aye

T. McRoberts made a motion to elect M. Steward as Vice President. B. Comer seconded the motion. Motion carried 4-0.

M. Steward – Aye
T. McRoberts – Aye
B. Comer – Aye
D. Glover – Aye

M. Steward made a motion to elect D. Glover as Secretary. B. Comer seconded the motion. Motion carried 4-0.

M. Steward – Aye
T. McRoberts – Aye
B. Comer – Aye
D. Glover – Aye

Old Business: None

New Business: None

Invoices: None

Items for Discussion:

- **RFQ – Economic Development Services - Update**

M. Steward handed a form to the members on the RDC. He stated he believed it was a form that could be utilized in order to get a response to the Commission's request for qualifications. He specified it was not a request for proposals. The purpose of the form would be to get an individual or firm to provide the qualifications in response to the scope of services mentioned in the RFQ, then once a selection is made by a committee of the qualified individual or entity, the Redevelopment Commission would start working with that individual or entity on developing the scope budget and project timeline. B. Comer stated he would like the RDC to get a consensus and get the form out to the public by the end of the month. M. Steward made a motion to authorize B. Comer to finalize and publicly post the RFQ. D. Glover seconded the motion. Motion carried 4-0.

M. Steward – Aye
T. McRoberts – Aye
B. Comer – Aye
D. Glover – Aye

- **Wastewater Extension Update – Barry Lofton - Update**

B. Lofton stated he had been working to find a location that would best fit where a new lift station would go. He stated they had a plan and now they would be moving forward with a local engineer on a contract that would go before the Council on the 19th of February. B. Lofton stated he recommended doing a BOT because the use of the sewer line could be in the early months of 2026. In order to get the design construction, easements, etc. they would need an adequate amount of time. D. Potter stated he believed the Town shouldn't ignore the property at 300 East and 400 East, which is 125 acres just South of Dwayne Lane's storage units. The owner of the land would like to develop, but the hold up was sewer. The Town has water on 300 East, and the property would have access to water, but the sewer was in West Central Conservancy District territory. D. Potter stated he and B. Lofton had a meeting with West Central Conservancy, and they appeared to want to cooperate with the Town on the project. He continued to state the Highway Department bought the 50 acres on the West side of 300 East, so they would need sewer as well. West Central Conservancy District suggested splitting the cost three ways between themselves, the County, and the Town. D. Potter stated that the land could accommodate 20 to 25, 5-acre commercial lots. B. Comer suggested using TIF money for the first infrastructure to open the acreage. He stated they were not currently committing to a dollar amount but would commit to continuing the discussion.

Report of Officers, Committees, and Staff:

L. Ternet stated annual reporting for the RDC would be on the agenda next month. She also stated a demolition permit for old Dave's Pizza building was submitted.

There being no further business, the meeting was adjourned at 6:13 PM.

Ben Comer, President

David Glover, Secretary





Indiana Redevelopment Commission

KEY DATES AND ANNUAL REQUIREMENTS

Indiana Redevelopment Commission

Key dates and annual requirements

First Meeting Day of the Year: Organizational Meeting

- Per IC 36-7-14-8(a), this meeting of the Redevelopment Commission (the “Commission”) may be held on any day that is not a Saturday, a Sunday or a legal holiday. During this meeting the Commission will hold its election of officers: president, vice president and secretary.
- During this meeting the Commission will hold its election of officers: president, vice president and secretary.
 - The fiscal officer of the unit establishing the Commission is the treasurer of the Commission.

April 1: Annual Report of the Redevelopment Commission Treasurer to the Fiscal Body of the Unit that Established the Commission

- Report on the financial status of the Commission provided by the Commission’s Treasurer to the Commission under 36-7-14-8(b).

April 15: Report on the Activities of the Redevelopment Commission and of Each Allocation Area for the Previous Year (DLGF Gateway TIF Management Report)

- Report on Commission and allocation area activities during the previous year must be filed by the Commission to the executive body of the unit, the fiscal body of the unit and to the Department of Local Government Finance (DLGF) under IC 36-7-14-13.
 - The report must include the following items related to the Commission:
 - Names of the Commissioners
 - Names of the officers
 - The number of regular employees of the Commission and their fixed salaries or compensation
 - The amount of expenditures made during the previous year and their general purpose
 - An accounting of the tax increment revenues expended by the entity as a grant or a loan from the Commission
 - Amount of funds on hand at the close of the calendar year
 - Other information necessary to disclose the activities of the Commissioners and the results obtained
 - The report for County Redevelopment Commissions must also include the names of any Commissioners appointed to or removed from office during the preceding calendar year.
 - The report must include the following for each allocation area:
 - Revenues received
 - Expenses paid
 - Fund balances as of December 31
 - The amount and maturity date for all outstanding obligations
 - The amount (principal and interest) paid on each outstanding obligation
 - A list of all of the parcels included in each allocation area including the gross assessed value, the net assessed value, the base assessed value, and the incremental assessed value
 - The amounts of tax increment revenue distributed to other taxing units, if applicable
 - For residential TIF allocation areas, the number of houses completed and the average price of the houses sold in the allocation area
 - If the information has not already been provided, the submission to the DLGF must include:
 - The year in which the allocation area was established
 - The section of the Indiana Code under which the allocation area was established



- Define the allocation area as a part of an area needing redevelopment, an economic development area, a redevelopment project area, or an urban renewal project area
 - If applicable, the year in which the boundaries of the allocation area were amended and a description of the amendment
 - The date of the allocation area's expiration
 - A copy of each resolution adopted by the Commission related to the establishment or amendment of the allocation area
- The report must be submitted to the DLGF in an electronic format under IC 5-14-6 (the current mechanism is the TIF Management Utility located in the Indiana Gateway for Government Units)
 - Effective January 1, 2024 the Gateway TIF Management Report must be presented to the fiscal body of the unit in a public meeting.

June 15: Redevelopment Commission Determination of Excess Incremental Assessed Value Pass-Through for the Upcoming Year

- Notice provided to the overlapping taxing units and to the DLGF (in an electronic format) of the determination of captured assessed value for the subsequent year under IC 36-7-14-39(b)(5).
- The Commission must determine the amount of incremental assessed value that will be captured in each allocation area during the subsequent year in order to meet debt service obligations and other purposes as defined in the Plan.
- The Commission must provide a written notice to the County Auditor, the fiscal body of the entity that established the allocation area, and officers of the other taxing units that contain the allocation area. The Commission must also provide the notice to the DLGF via Gateway in an electronic format.

The notice must:

- State the amount, if any, of excess assessed value that the Commission has determined will be passed through to the overlapping taxing units; or
 - State that the Commission has determined that there is no excess assessed value to be passed through to the overlapping taxing units
- The Commission may not authorize the pass-through assessed value to the overlapping taxing units if doing so would endanger the ability to make bond payments.
 - If the amount of captured assessed value determined by the Commission is expected to generate more than 200% of the amount necessary to make debt service payments and the amount necessary for “other purposes”, then the Commission must submit its determination to the legislative body of the unit. The legislative body of the unit may then approve or modify the Commission’s determination of captured and pass-through assessed value.
 - The County Auditor is required to allocate the passed-through assessed value to the overlapping taxing units as determined by the Commission.

Prior to the certification of assessed values (August 1): Neutralization of Base Assessed Values for the Upcoming Year

- As a part of the process of certifying assessed values, the County Auditor must, for each allocation area, complete the form prescribed by the DLGF to neutralize the effects of the reassessment or trending of real property in the area on the tax increment revenues allocated to the Commission under IC 36-7-14-39(h) and IC 6-1.1-17-1.
- The adjustments:
 - May not include the effect of phasing in assessed value due to property tax abatements
 - Assessed value increases attributable to the application of an abatement schedule may not be included in the base assessed value of an allocation area
 - May not produce less property tax proceeds allocable to the Commission than would otherwise have been received if the reassessment or trending had not occurred

