



REGULAR MEETING
 March 23, 2023

- PLEDGE OF ALLEGIANCE:** Led by Allen Ekdahl
- Commissioners Present:** Mayor Lynch, Lach, Czilli, Ekdahl, Mundt
- Commissioners Absent:** Williams

APPROVAL OF MINUTES:

Commissioner Czilli made a motion to approve the minutes from the regular meeting of January 26, 2023 as well as the minutes from the March 13, 2023 Special Meeting. Commissioner Mundt seconded the motion.
 5 yes 0 nays

APPROVAL OF CLAIMS:

Commissioner Czilli made a motion to approve the claims presented to the RDC on March 23, 2023. Commissioner Mundt seconded the motion.
 5 yes 0 nays

STAFF REPORTS:

Asst. Director Sandra McDaniel shared Director A.J. Monroe’s staff report:

- **Marquette Greenway Trail (NPS Segment – Salt Creek).** Work continues. The contractor (Gariup Construction) is currently installing handrails at Salt Creek and switchback and restoration work. Looking forward, Reith-Riley is expected on-site in late April to lay the surface course.

Joyce Russel is currently working with State Officials on the Ribbon-Cutting Ceremony targeting the week of June 4th.

- **Central Avenue Phase 1A West.** Word was just received that NIPSCO has adjusted their work plan to move electrical work ahead of gas. The contractor (Dunnett Bay) is currently adjusting their schedule to accommodate the change.

Bill Rathjen of McColly Bennett Real Estate:

- Mr. Rathjen stated that the revised language from Attorney Whitten for the Founders Square Purchase Agreement, is in the hands of the buyer’s attorney. He stated they expect to have it back tomorrow, once the City signs it the due diligence period starts. He is seeking a motion from the

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Collin Czilli
Councilperson

Secretary

Greg Lach

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Director

A.J. Monroe

Legal

Dan Whitten

Recording Secretary

Sonya Lindgren

City Hall
 6070 Central Avenue
 Portage, IN 46368

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Board authorizing the Mayor to sign the agreement contingent upon Attorney Whitten’s review.

Commissioner Lach made a motion to give authorization to Mayor Lynch to sign the agreement contingent upon attorney’s review. (Commissioner Czilli 2nd).

5 yes 0 nays

Mr. Rathjen stated that they are currently in the lease negotiations for 6100 Southport Road. He further informed the Commission that the signs indicating the properties for sale are up and have begun fielding calls on them. He stated that the drone shots of the properties have been cancelled twice due to weather, but hopes to have it done soon.

OLD BUSINESS:

None

NEW BUSINESS:

Amendments #1, #2, and #3 to 2023 Working Budget

#1) Fund 273	Payroll RDC Salary Reimbursement (Sports Director at Parks)	Approved January 2023 \$175,000	Proposed \$250,000
#2) Fund 273	Grant Matching Funds IDDC, Indiana Tourism Grant (Public Art grant application)	Approved January 2023 \$0	Proposed \$25,000
#3) Fund 273	Equipment Office – Wall Partitions (Dept. Planning & Community Dev.)	Approved January 2023 \$0	Proposed \$10,000

Commissioner Czilli made a motion to Amendments #1, #2 and #3 to the Working Budget.

Commissioner Lach seconded the motion.

5 yes 0 nays

Ewing Farm Agreement 2023

Commissioner Czilli made a motion approve the Ewing Farm Agreement. Commissioner Ekdahl seconded the motion.

5 yes 0 nays

RDC Funding Request – Fire Department

Chief Randy Wilkening thanked the Commission for their help with the funding available for the Fire Department. Chief Wilkening stated that the list provided will help the Department in many different areas of their operations. Commissioner Lach asked what the total cost of the items were, and Chief Wilkening stated that it was approximately \$110,000.00. He stated that this includes last year’s funding of \$75,000.00 as well as some of this year’s funding that is available.

RDC Funding Request – Park Department

Park Superintendent, Dyan Leto thanked the Commission for their help with the funding provided. Commissioner Mundt asked what the estimated dollar amount was. She stated that her top three items total \$55,000 and believes Hannah's Hope costs will go up, because she has found more items that need replaced.

Holladay Properties Request for Payment for Salt application from February 2022

With no one present from Holladay Properties Commissioner Czilli moved to table this until Holladay Properties can be present. Commissioner Lach seconded the motion.

5 Yes – 0 No

Founders Square Event Posters for 2023

Collin Czilli made a motion to award the proposal to Bowman Display Digital Imaging, Inc. in the amount of \$375.90. Commissioner Lach seconded the motion.

5 yes – 0 nays

Downtown Community Park Landscape Maintenance 2023

Assistant Director of Planning and Community Development, Sandra McDaniel stated that it is the Departments recommendation to table this bid until April's meeting.

Commissioner Czilli made a motion to table this item until April's meeting. Commissioner Lach seconded the motion.

5 yes – 0 nays

Landscape Maintenance – Founder Square

Asst. Director McDaniel stated it is the Departments recommendation that this project be awarded to the lowest responsive responsible bidder, Lake Shore Landscaping for \$66,984.78.

Commissioner Czilli made a motion to award Lake Shore Landscaping in the amount of \$66,984.78. Commissioner Mundt seconded the motion.

5 yes – 0 nays

Landscape Maintenance – Garyton Center

Asst. Director McDaniel stated it is the Departments recommendation that this project be awarded to the lowest responsive responsible bidder, Lakeshore Landscaping for \$9,015.65.

Commissioner Czilli made a motion to award Lakeshore Landscaping in the amount of \$9,015.65. Commissioner Ekdahl seconded the motion.

5 yes – 0 nays

Landscape Maintenance – Burns Parkway – Northside Trail

Asst. Director McDaniel stated it is the Departments recommendation that this project be awarded to the lowest responsive responsible bidder, Lakeshore Landscaping for \$22,166.39.

Commissioner Czilli made a motion to award Lakeshore Landscaping in the amount of \$22,166.39.
Commissioner Mundt seconded the motion.
5 yes – 0 nays

Phragmites Control at 6100 Southport Road

Asst. Director McDaniel stated it is the Departments recommendation that this project be awarded to the lowest responsive responsible bidder, Allen's Lawncare for \$3,900.00.

Commissioner Czilli made a motion to award Allen's Lawncare in the amount of \$3,900.00.
Commissioner Mundt seconded the motion.
5 yes – 0 nays

Mole Application & Procedure for 2500 SPC Roy Buckley Way

Asst. Director McDaniel stated it is the Departments recommendation that this project be awarded to the lowest responsive responsible bidder, Lakeshore Wildlife Control for \$2,000.00.

Commissioner Czilli made a motion to award Lakeshore Wildlife Control in the amount of \$2,000.00.
Commissioner Mundt seconded the motion. Commissioner Czilli asked about the significant difference between the two bids. Asst. Director McDaniel stated that once they took away the gassing that Orkin was including, then it was comparing apples to apples.
5 yes – 0 nays

Landscape Maintenance at City Hall

Assistant Director of Planning and Community Development, Sandra McDaniel stated that it is the Departments recommendation to table this bid until April's meeting.

Commissioner Czilli made a motion to table this item until April's meeting. Commissioner Mundt seconded the motion.
5 yes – 0 nays

Request for Special Meeting May 11th, 2023

Commissioner Czilli stated that he will not be available. Asst. Director McDaniel stated that they are looking to open the bids for the re-defined Library Garden Project at this meeting, to allow the Commission to review and award at the regular meeting of May 25th, 2023.

Commissioner Czilli made a motion to schedule a special meeting for May 11th, 2023 at 4:00pm.
Commissioner Lach seconded the motion.
5 yes – 0 nays

Amendment to Library Garden Contract

Commissioner Czilli made a motion to approve Abonmarche's amendment to the Library Garden Contract. Commissioner Mundt seconded the motion. Commissioner Lach asked how the contract

works since their original design came in with too high of bids. Commissioner Czilli stated that since this project was put together about a year or year and a half ago, the costs for items came in higher.
5 yes – 0 nays

Irving Street Trail contract

Commissioner Czilli made a motion to approve the Irving Street Trail Contract with Abonmarche for up to \$21,500.00. Commissioner Lach seconded the motion.
5 yes – 0 nays

Ecological Restoration Contract with Stantec

Asst. Director McDaniel informed the Commission that up north there are special plantings where the Army Corp. of Engineers went in a pulled out invasive species and we are required to keep an eye on this area for several years and maintain it to make sure it flourishes. This company, formerly known as Cardno, has been doing this work for us for the past few years.

Commissioner Czilli moved to approve the contract with Stantec in the amount of \$28,500.00. Commissioner Lach seconded the motion.
5 yes – 0 nays

2022 Annual Report

Karl Cender with Cender Dalton presented the 2022 Annual Report to the Commission. He stated that the Indiana Statue requires the Commission to annually produce a report summarizing staff, certain financial transactions, and outstanding obligations (debt) as well as a listing of all parcels. He stated the overlapping units report is included. He summarized a few key items. He stated that the Tax Increment Revenue for 2022 was \$7,702,111.66 and that the only new debt for 2022 was the Redevelopment Districts \$4,130,000 Tax Increment Refunding Revenue Bonds, Series 2022 which was to refinance the Economic Development Bonds of 2013. Which as of this coming April 1, 2023 the outstanding amount will be \$3,810,000.00. He also stated that the summary of all fund balances for 2022 is \$9,235,496.52.

He spoke on the Overlapping Units Report for 2022. The purpose of this report is threefold; the Commissions budget with regards to the allocated property tax proceeds (TIF), the long-term plans for the allocation area, and the tax impact for each of the taxing units (school, library, township, county as well as the City). He stated that there is only one allocation area which is the Southport allocation area. He stated that without this area we would not see the growth that we do, however the statue requires the City to put into a report what the tax impact would be if the allocation area never existed. He stated the next steps are to publish this report. He stated that it is his recommendation that the commission give approval to the report.

Commissioner Czilli made a motion to approve the report. Commissioner Lach seconded the motion. Mayor Lynch asked if this report is what is required of the Commission to send to the City Council, he stated that he would recommend this report be given.
5 Yes – 0 nays

Resolution to Capture TIF 2024

Karl Cender stated that annually the Department of Local Government Finance asks us to determine if there are any excess increments that can be released to the other overlapping units. He stated that due to the amount of debt and various projects the Commission has planned, it is Cender Dalton's recommendation that we have none to be released. He stated a letter to the County Auditor will be sent indicating that for 2024 we will need all our incremental value.

Commissioner Lach moved to approve Resolution No. 23-01 for the Resolution of the Portage Redevelopment Commission Concerning the 2024 Budget Year Determination for Tax Increment for the Portage Redevelopment Commission Allocation Areas. Commissioner Czilli seconded the motion.
5 yes – 0 nays

OTHER BUSINESS

Central Avenue Project – Phase 1 and Phase 2

Attorney Whitten stated that with the Mayor's suggestion with all the questions they have been fielding regarding the Central Avenue West Project, that a Townhall or Open House type meeting would be appropriate to have. He stated they are in the process of coordinating with American Structurepoint, the consultants for the project, and once more information is known, the Commission will be notified.

There being no further business to come before the Commission, Commissioner Lach made a motion to adjourn. Commissioner Mundt seconded the motion.
5 yes – 0 nays

Sue Lynch, Mayor

Sonya Lindgren, Recording Secretary