



CITY OF PORTAGE
**REDEVELOPMENT
 COMMISSION**



REGULAR MEETING
 January 26, 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 December 15, 2022. Commissioner Czilli seconded the motion.
 5 yes 0 nays

APPROVAL OF CLAIMS:

Commissioner Czilli made a motion to approve the claims presented to the RDC for January 26, 2023. Commissioner Mundt seconded the motion.
 5 yes 0 nays

STAFF REPORTS:

Director A.J. Monroe:

- **Marquette Greenway Trail (NPS Segment – Salt Creek).** Work continues. Since placing binder in early December, the Contractor (Gariup) has installed trench drains, installed boardwalk overlooks and bridge approaches. Work has begun on handrail installation and rough grading of topsoil. Work ahead includes placing handrails in fall hazard areas.
- **Central Avenue Phase 1A West.** Early coordination continues. The contractor (Dunnet Bay Construction Co.) has submitted a tentative construction schedule of:

January 3 – February 28:	Shop drawing submittals/approvals
January 17 – June 20:	Fabricate bridge/structures
April 24:	Close Road
April 24 – October 3:	Road work
May 1 – May 5:	Remove existing bridge
May 15:	All utilities relocated
May 30 – September 20:	Install new bridge
August 23:	Start paving
September 22:	Open Road

- President**
 Sue Lynch
Mayor
- Vice President**
 Collin Czilli
Councilperson
- Secretary**
 Greg Lach
- Members**
 Allen Ekdahl

 Ralph Mundt
- School Board Liaison**
 Troy Williams
- Director**
 A.J. Monroe
- Legal**
 Dan Whitten
- Recording Secretary**
 Sonya Lindgren

City Hall
 6070 Central Avenue
 Portage, IN 46368

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- **Central Avenue West – Phase Two.** Design/Right-of-Way Acquisition continues. Bid Letting for Phase Two is scheduled for FY 2024 (January 2024).
- **City Hall Remodel.** The Department will soon begin working on close out with the contractor (Gariup Construction).
- **Founders Square/Plaza.** The contractor continues to work on Punch List Items.
- **Downtown Community Park.** The selection committee (Commissioner Lach and Commissioner Mundt) held their first interview on Wednesday, January 25th. The final two interviews will be held on Tuesday, January 31st. the committee is planning on offering a recommendation in February.
- **Downtown Redevelopment Project.** The department is preparing a solicitation for engineering /design services.

Bill Rathjen of McColly Bennett Real Estate:

- Mr. Rathjen stated the Commission at their October 2022 meeting approved placing four parcels of property for sale under the I.C. 36 Public Bidding. Bids were due December 29th having received no bids this completes the City's requirements under IC 36. This now opens them to go on the public market. He requested approval to amend McColly Bennett's listing agreement with the Commission to include these four parcels of land as shown on the listing agreement amendment he provided.

Commissioner Lach made a motion amend the listing agreement to allow the parcels to be placed on the public market (Commissioner Mundt 2nd).

5 yes 0 nays

OLD BUSINESS:

None

NEW BUSINESS:

Election of Officers

Commissioner Czilli made a motion to nominate Mayor Lynch as President. Commission Lach seconded the motion. Mayor Lynch abstained.

4 yes 0 nays

Commissioner Lach made a motion to nominate Commissioner Czilli as Vice President. Commissioner Mundt seconded the motion. Commissioner Czilli abstained.

4 yes 0 nays

Commissioner Czilli made a motion to nominate Commissioner Lach as Secretary. Commissioner Mundt seconded the motion. Commissioner Lach abstained.

4 yes 0 nays

Appointment of Consultants and Staff

Commissioner Czilli made a motion to nominate Attorney Dan Whitten as the Redevelopment Commission Attorney. Commissioner Mundt seconded the motion.

5 yes 0 nays

Commissioner Lach made a motion to approve Cender Dalton's contract for Financial Advisor as presented to the Redevelopment Commission. Commissioner Czilli seconded the motion.

5 yes 0 nays

Commissioner Czilli made a motion to nominate McColly Bennett and approve their contract as Real Estate Advisors. Commissioner Mundt seconded the motion.

5 yes 0 nays

Commissioner Czilli made a motion to appoint AJ Monroe as Director. Commissioner Mundt seconded the motion.

5 yes 0 nays

Commissioner Lach made a motion to appoint Sonya Lindgren as Recording Secretary. Commissioner Mundt seconded the motion.

5 yes 0 nays

NEW BUSINESS:

Redevelopment Commission Working Budget 2023

Director Monroe presented the 2023 Redevelopment Commission Working Budget for the General Fund and Allocation Area Fund. He noted the strong cash reserve balances proposed are a result of the Commission's fiduciary responsibility over the past couple of years.

Commissioner Czilli asked Director Monroe where the Commission was financially coming into 2020. Director Monroe stated the allocation balance was between \$200,000 to \$300,000. Commissioner Czilli noted that to have a carryover balance of a little over \$7 million in the Allocation Area fund in three years is quite remarkable. He asked if this included the approximate \$1 million that the City Council reimbursed the RDC. Director Monroe stated that it did. Commissioner Czilli stated that the work that this Commission will be able to accomplish over the next couple of years is impressive. He stated that this budget along with securing grants will help to accomplish many projects.

Collin Czilli made a motion to approve the 2023 Redevelopment Commission Working Budget. Commissioner Mundt seconded the motion.

5 yes – 0 nays

DLZ Contract Engineering Services for Founders Square Improvements 2023

Director Monroe presented DLZ's contract for Engineering Services for Founders Square Improvements for 2023.

Commissioner Czilli made a motion to approve DLZ's contract for Engineering Services for Founders Square Improvements 2023. Commissioner Mundt seconded the motion.

5 yes – 0 nays

HWC Contract Planning/ED Services Downtown Plan Implementation

Director Monroe presented HWC's contract for Planning/ED Services for the Downtown Plan Implementation.

Commissioner Czilli made a motion to approve HWC's Contract. Commissioner Lach seconded the motion.

5 yes – 0 nays

Temporary Construction Workspace Easement (NIPSCO)

Director Monroe presented NIPSCO's request for Temporary Construction Workspace Easements. He stated there are two areas they would like to use near the compost site along US Hwy 12. The first parcel is east of the compost site and the second is a small area near the NIPSCO substation west of the compost site (Exhibit A). He stated that it is the staff's recommendation to grant the easements.

Commissioner Czilli made a motion to grant the easements pending legal review. Commissioner Lach seconded the motion.

5 yes – 0 nays

Library Garden Bid Opening

Director Monroe opened the bids for the Library Garden project as follows:

<u>Company</u>	<u>Bid Amount</u>
Gariup Construction	\$3,247,500.00
Hasse Construction	\$2,708,677.38
FH Paschen	\$2,746,758.17

Director Monroe stated that it is the staff's recommendation to take the bids under advisement.

Commissioner Lach made a motion to take the bids under advisement. Commissioner Czilli seconded the motion.

5 yes – 0 nays

South Shores Makers Lab

Scott Williams spoke on the desire to use the Open-Air Pavilion for a "Makers Space" which he described as a communal public facility/workshop. He stated it is membership based and is a not-for-profit or tax exempt organization. He further stated that it will consist of shops with equipment and tools that attract Do-it-Yourselfers (DIY'ers), hobbyists and entrepreneurs. Mr. Williams stated that they would like to use the Open-Air Pavilion for the following reasons:

Building is significantly under-utilized.

In TIF Allocation District

Easily accessible off US Hwy 12

Close to new double tracking

Was previously used as a training center – so has infrastructure they desire

Plenty of parking
Establishes Portage as a makerspace pioneer
Located in the Portage Lakefront District

He spoke on the purpose of a makerspace and how the space will be utilized. He mentioned woodworking and metalworking, 3-D printing shops, computer lab, sublimation/vinyl cutting shop as examples.

He stated revenue would be generated through membership fees, corporate sponsorships, community cash/in-kind donations, fundraising and grants.

Mr. Williams stated that they are seeking the following from the Redevelopment Commission:

Endorsement/support of project
Commit funding for building assessment, space allocation and clean-up
Financial support for operational expenses for the first two years

He concluded by thanking the Commission for their time and welcoming questions.

Commissioner Czilli asked if they were looking to form a non-profit? Mr. Williams stated yes and that they would be applying for the tax-exempt status.

Commissioner Lach asked the average size of a makerspace. Mr. Williams stated it is broken down by small, medium, and large ranges. He said the enclosed area at the Open-Air Pavilion is approximately 8,000sf and would be considered small, but if they were to utilize the open area that would take them to 16,000sf and would place them in a medium range.

Commissioner Czilli asked if they had spoken with schools and Universities? Mr. Williams stated they see a great opportunity with the schools, but has not spoken to them as of yet.

Commissioner Lach asked if it would be setting up an area where makers can eventually showcase and sell their craft/goods. Mr. Williams stated that this is all about what we want it to be and what it can be. He felt that yes it would be a good outlet for the entrepreneurs to showcase what they are creating.

Mayor Lynch asked about ventilation and if it is needed who would be responsible. Mr. Williams stated that there could be a potential need in the future for welding and the responsibility could be discussed at that time. Attorney Whitten stated that details such as this would be memorialized with written agreements as we move forward.

Discussion was held.

Director Monroe informed the Commission that the RDC currently has CSK under contract. He stated a review their scope could be done to see if a modification is required if this is something the RDC would like to move on.

Commissioner Czilli made a motion to have legal counsel and the Department of Planning and Community Development to start looking into this idea and present the Commission with what it might look like from a financial and feasibility standpoint. Commission Lach seconded the motion.

5 yes – 0 nays

2023 RDC Meeting Dates

Director Monroe presented the 2023 Meeting Dates. He noted the November and December meeting dates being moved up a week to avoid Thanksgiving and the holiday season.

Commissioner Lach made a motion to approve the 2023 Redevelopment Commission Meeting Dates.
Seconded by Commissioner Czilli.
5 yes – 0 nays

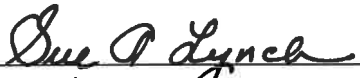
OTHER BUSINESS

Right of Entry for Indiana American Water

Director Monroe presented Indiana American Water Company's (IAW) request for Right of Entry for property known as 5504 Central Avenue. He stated that due to time sensitivity nature of the request of IAW, Attorney Whitten directed Mayor Lynch on behalf of the Redevelopment Commission to sign the agreement and then bring it to this meeting to ratify this action. Director Monroe stated it is the staff's recommendation to ratify the agreement for Right of Entry by Indiana American Water for the property known as 5504 Central Avenue.

Commissioner Czilli made a motion to approve the request. Commissioner Lach seconded the motion.
5 yes – 0 nays

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



Sue Lynch, Mayor



Sonya Lindgren, Recording Secretary