



CITY OF PORTAGE
**REDEVELOPMENT
 COMMISSION**



REGULAR MEETING
 May 26, 2022

- PLEDGE OF ALLEGIANCE:** Led by Commissioner Mundt
- Commissioners Present:** Czilli, Lach, Mundt, Mayor Lynch
- Commissioners Absent:** Ekdahl, Dr. Finley

APPROVAL OF MINUTES:

Commissioner Czilli made a motion to approve the minutes from the special meeting of April 14, 2022. Commissioner Lach seconded the motion.
 4 yes 0 nays

Commissioner Czilli made a motion to approve the minutes from the regular meeting of April 28, 2022. Commissioner Lach seconded the motion.
 4 yes 0 nays

Commissioner Czilli made a motion to approve the minutes from the special meeting of May 10, 2022. Commissioner Lach seconded the motion.
 4 yes 0 nays

APPROVAL OF CLAIMS:

Commission Czilli made a motion to approve the General Fund claims presented to the RDC for May in the amount of \$67,112.64. Commissioner Lach seconded the motion.
 4 yes 0 nays

Commissioner Czilli made a motion to approve the Allocation Fund claims presented to the RDC for May in the amount of \$720,241.97. Commissioner Lach seconded the motion.
 4 yes 0 nays

Commissioner Lack made a motion to approve the NIRPC Claims presented to the RDC for May in the amount of \$12,500.58. Commissioner Czilli seconded the motion.
 4 yes 0 nays

STAFF REPORTS:

Director A.J. Monroe:

- Marquette Greenway Trail (NPS Segment). A Pre-Construction Meeting was held earlier today (Th, May 26th). Work is expected to begin in mid-June. The substantial completion date November 5th.

President

Sue Lynch
 Mayor

Vice President

Collin Czilli
 Councilperson

Secretary

Greg Lach

Members

Allen Ekdahl
 Ralph Mundt

School Board Liaison

Dr. Shauna Finley

Director

A.J. Monroe

Legal

Dan Whitten

Recording Secretary

Sonya Lindgren

City Hall
 6070 Central Avenue
 Portage, IN 46368

219-762-5746

- WCR/CR Bypass Project. A Progress Meeting was held earlier today (TH, May 26th).
- 5439 Central Avenue (former Gilbert Service Station). Work is complete. Amereco continues to work on closing documents.
- City Hall Remodel. The contractor continues to work on Punch List Items. The contractor has stated that Punch List Items will be completed by end of week – May 30th. Proven IT continues to work on various IT systems/security. The Open House Event is scheduled for Tuesday, June 7th.
- Founders Square/Plaza. Work to complete Punch List Items is ongoing. The Ribbon-Cutting Event is scheduled for Friday, May 27th at 11:00am.
- Downtown Baseball Complex. Prep work continues on-site. Several volunteers will be gathering on Tuesday, May 31st to work on the infield of the western-most field (former LL Major League Field) and paint the storage and concession building. Staff has been working with HWC on the scope of work for implementation of the outdoor program outlined in the Site Master Plan – presented to the RDC in March.
- Fire Station #3 0 Masonry Work. The contractor (Gariup Construction) is expected to begin work in June.
- Founders Square/Plaza/Police Station Landscape Project. Work is ongoing. Trees were planted earlier this week and sod is being placed today (TH, May 26th).
- Downtown Portage Municipal Parking Lot. Work is ongoing. Binder was placed earlier this week.
- Library Park/Irving Street Trail. Abonmarche presented plans on TH, May 12th. Comments were provided. Authorization to move forward with Design Development and Construction Documents was given on Monday, May 16th.
- Hannah’s Hope Playground Resurface. The contractor has been notified of award. The Department has asked the contractor to provide a project schedule.

Director Monroe asked Bill Rathjen with McColly Bennet Real Estate to present his report in regards to the real estate sales front. Mr. Monroe stated that this report will tie into the first item under New Business. Mr. Rathjen stated that with the transaction of Parcel C and the parcels north of the ditch that were transferred back to the City to have to reenter the requirements for public advertising of those parcels. He then presented the proposed cost to advertise and obtain new appraisals as follows:

Parcel C - \$6,400
 North Parcels - \$6,900
 6071 & 6051 Central - \$6,250
 Misc. Lots – any other lots that can be sold

Mr. Rathjen stated that the timeline of when these properties could be available for sale on the open market would be September. Attorney Whitten stated that with the Commissions permission he will go to the Sanitary Board and seek their approval for the Redevelopment Commission to act as lead to let and move forward on the sale of 6071 Central Avenue.

OLD BUSINESS:

Garyton School

Director Monroe stated that he is seeking guidance and direction from the Commission on how to proceed with this project. He stated that it has been about 2 years since the Commission had received The Garyton School Redevelopment Plan and in those two years the building continues to be vandalized. He further stated that the longer the building sits vacant without HVAC and running water the interior will continue to deteriorate. Discussion was held. Attorney Whitten stated that if the Commission

decides to sell there are restrictions on the type of uses are allowed. Mr. Monroe stated that the work we did a couple of years ago was visionary and was to excite interest and excitement for the property and we were successful with that, however when presented to a forum of local businesses owners, the interest was not there. Further discussion was held. Director Monroe stated that he will work with his staff to develop a Scope of work on what it would cost someone (other than the Redevelopment Commission), to bring the building back into working condition.

Commissioner Czilli made a motion to table this item until a scope of work could be completed (Commissioner Lach 2nd).

4 yes 0 nays

NEW BUSINESS:

2022 RDC Budget Amendment

Director Monroe stated that there were a series of recommended changes to Fund 471. Two being related to the report Mr. Rathjen presented on real estate. Mr. Monroe proposed the following:

Misc. Real Estate Legal Notices:	TBD	add \$3,200.00
Misc. Real Estate Appraisals:	TBD	add \$43,250.00

Unfunded line item:

Development of Downtown Master Plan Update and Planning Services	unfunded	add \$75,000.00.
---	----------	------------------

Director Monroe indicated that proposed amendment, as proposed, would reduce the projected operational balance (January 31, 2023) to \$2,302,631.00. Director Monroe stated that it is the staffs' recommendation to approve the budget amendment.

Mayor Lynch entertained a motion to approve the amended 2022 Budget. Motion by Commissioner Lach (Commissioner Czilli 2nd).

4 yes 0 nays

Downtown Master Plan Proposal (SmithGroup)

Director Monroe presented the proposal from SmithGroup in the amount of \$75,000.00. Director Monroe stated he has worked with them in the past and feels with the expertise they have with Downtown Master Planning it is wise to move ahead with them and recommends approval.

Mayor Lynch entertained a motion to approve the proposal with SmithGroup in the amount of \$75,000.00. Motion by Commissioner Lach (Commissioner Mundt 2nd).

4 yes 0 nays

Director Monroe informed the Commission that the intent is to have the kick-off meeting in July, with the charette taking place during a span of three days in August. He asked that all members be present for these meetings as their presence is needed moving forward. The target date for presentation to the Redevelopment Commission is set for the October 27th meeting.

City Hall Plaque

Director Monroe stated the Department solicited quotes for a brushed aluminum plaque similar to the plaque in the foyer of City Hall presently. He stated that three companies were solicited and received two quotes with the lowest response was from Impact Signs in the amount of \$1,074.00. It was decided to add the Redevelopment Commission Members names to the plaque.

Mayor Lynch entertained a motion to approve the quote from Impact Signs in the amount of \$1,074.00. Motion by Commissioner Czilli (Commissioner Mundt 2nd).

4 yes 0 nays

Change Orders No. 1 & No. 2 – Founders Square Improvements

Director Monroe presented the Change Order No. 1 and No. 2 as follows:

Change Order No. 1:	add \$10,401.00
Change Order No. 2:	add \$9,434.00

Mr. Monroe stated that it is with DLZ's recommendation and the staff's recommendation to approve.

Mayor Lynch entertained a motion to approve Change Orders No. 1 and No. 2 for the Founders Square Improvements Project. Motion by Commissioner Czilli (Commissioner Lach 2nd).

4 yes 0 nays

SEH, Inc. Agreement for Marquette Greenway Trail – RPR Services

Director Monroe presented the Commission with SEH's agreement for RPR services in the amount of \$225,000 for the Marquette Greenway Trail.

Mayor Lynch entertained a motion to approve the Agreement from SEH, Inc. in the amount of \$225,000.00. Motion by Commissioner Lach (Commissioner Czilli 2nd).

4 yes 0 nays

Change Order No. OSI – 01 5439 Central Avenue

Director Monroe presented Change Order No. OSI – 01 in the amount of \$760.00 for work related to underground storage tank removal. Mr. Monroe stated it is with the recommendation of John Blosky with Amereco and the staff's recommendation to approve.

Mayor Lynch entertained a motion to approve the Change Order in the amount of \$760.00. Motion by Commissioner Lach (Commissioner Czilli 2nd).

4 yes 0 nays

Welcome Poster for Founders Square

Director Monroe presented the Commission with a quote from Bowman Displays in the amount of \$123.35 for an additional Welcome Poster for Founders Square.

Mayor Lynch entertained a motion to approve Bowman Displays quote for \$123.35. Motion by Commissioner Czilli (Commissioner Lach 2nd).

4 yes 0 nays

Rental of Portable Restrooms for Downtown Baseball Complex

Director Monroe informed the Commission that staff is working on repairing the restrooms in the concession building, however they will not be completed in time for the Challenger Baseball organization to use them. Therefore, quotes were solicited from three businesses with two received. He stated that the lowest quote received was from Service Sanitation in the amount of \$220.00 and it is staffs' recommendation to approve.

Mayor Lynch entertained a motion to approve Service Sanitations quote in the amount of \$220.00. Motion by Commissioner Lach (Commissioner Czilli 2nd)

4 yes 0 nays

Backstop Net

Director Monroe informed the Commission that the net on the big-league field sustained damage during a storm this spring and upon inspection it was determined that the condition of the net was not repairable. He stated several businesses were solicited with the lowest quote received coming from Nets of America Inc. out of Tampa, Florida in the amount of \$2,249.00.

Mayor Lynch entertained a motion to approve Service Sanitations quote in the amount of \$220.00. Motion by Commissioner Lach (Commissioner Czilli 2nd).

4 yes 0 nays

UST Site Investigation – 5439 Central Avenue (Amereco)

Director Monroe asked Mr. John Blosky with Amereco to present their proposal and explain the need for this investigation in greater detail. Mr. Blosky stated that upon removal of the tanks on site, it was determined that soil testing was needed. He noted that the proposal shows two prices because they are awaiting the States recommendation as to what size monitoring well needs to be installed (1" or 2"). The cost of the larger 2" monitoring well is \$11,098.00.

Mayor Lynch entertained a motion to approve Amereco's UST Site Investigation proposal in the amount of \$11,098.00 with the possibility that it could be less if smaller well is used. Motion by Commissioner Lach (Commissioner Czilli 2nd).


4 yes 0 nays

Other:

Benjamin Leonard White came before the Commission. He stated that he works with Portage Live Entertainment as well as Portage Theater Group and came to the meeting tonight to let the Commission members know that his organizations are interested in the Garyton School Building. He stated that he understands that there are reports that need to be done and thanked the Commission for their time.

There being no further business to come before the Commission, Commissioner Czilli made a motion to adjourn.
Commissioner Lach seconded the motion.

4 yes 0 nays


Sue Lynch, Mayor


Sonya Lindgren, Recording Secretary