



REGULAR MEETING
 June 23, 2022

PLEDGE OF ALLEGIANCE: Led by Commissioner Mundt

Commissioners Present: Czilli, Lach, Mundt, Ekdahl, Mayor Lynch

Commissioners Absent: Dr. Finley

APPROVAL OF MINUTES:

Commissioner Czilli made a motion to approve the minutes from the regular meeting of May 26, 2022. Commissioner Mundt seconded the motion.
 5 yes 0 nays

APPROVAL OF CLAIMS:

Commission Czilli made a motion to approve the claims presented to the RDC for June 2022. Commissioner Mundt seconded the motion.
 5 yes 0 nays

STAFF REPORTS:

Director A.J. Monroe:

- Marquette Greenway Trail (NPS Segment). A Pre-Construction Meeting was held on TH, June 16th. Gariup has mobilized. The substantial completion date November 5th.
- WCR / CR Bypass Project. A Progress Meeting was held earlier today (TH, June 23rd). Phase 3 work began the week of June 13th. The contractor (Milestone) stated that surface would be placed prior to the Independence Day Holiday Weekend. Substantial completion is expected mid-August 2022.
- 5439 Central Avenue (former Gilbert Service Station). Work is complete. Amerco continues to work on closing documents.
- Central Avenue West. Design work is ongoing. Bid Letting is expected Fall 2022.
- 2022 Paving Program (CCMG). Rieth-Riley has been awarded the project and are currently working on contract documents.
- City Hall Remodel. The contractor continues to work on Punch List Items. The Open House Event was held on Tuesday, June 7th.
- Founders Square / Plaza. Work to complete Punch List Items is ongoing. The Ribbon-Cutting Event was held on Friday, May 27th.

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A.J. Monroe

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Dan Whitten

Recording Secretary

Sonya Lindgren

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- Downtown Baseball Complex. Work continues on-site. Several volunteers gathered 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 buildings. Additionally - SDI recently completed work on the new dugouts (former LL Senior League Field) / the field backstop net was delivered / and, Site Services completed restoration work (crack sealing, seal coating and striping) of the parking lot.
- 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 – Masonry Work. The contractor (Gariup Construction) indicated work would begin the week of June 27th.
- Founders Square / Plaza / Police Station Landscape Project. Work is ongoing.
- Downtown Portage Municipal Parking Lot. Punch List has been provided to the contractor (Egolf Coates Excavation).
- Library Park / Irving Street Trail. Abonmarche presented revised plans on Tuesday, June 21st. Final Plans are due for delivery on Wednesday, July 27th.
- Hannah’s Hope Playground Resurface. The contractor has been notified of award. The Department has asked the contractor to provide a project schedule. The contractor is working to secure state and local licensing. Work is expected to commence in early July.
- Transit Development District (TDD). Mayor Lynch and I attended the first Public Hearing for the TDD Boundary at the Offices of the RDA on June 9th. No negative comments were received on the boundary proposed for the City of Portage/Ogden Dunes or the other 6 boundaries presented. The next Public Hearing is set for Thursday, July 14th at the RDA Offices in Merrillville.

Mayor Lynch informed Director Monroe that while attending the Park Board Meeting a resident complained about the vendors stations at Founders Square, noting that running generators are loud, and the cords are a trip hazard. Mayor Lynch understood that the generators are used because the plugs are currently installed for 30 amp service and some of the vendors need 50 amp service. Director Monroe stated that the Park Staff was consulted in the design process and 50 amp service was never brought to the attention of the designer. He further stated that if 50 amp service is required more than one time a year, then we should explore introducing 50 amp service to the park.

Director Monroe asked Bill Rathjen (McColly Bennet Real Estate) to present his report. Mr. Rathjen stated that they have identified six parcels for appraisal. Mr. Rathjen stated that he intended to present the contracts at the July 28th RDC meeting. Mr. Rathjen did state that the 120 acre parcel may need to be split, resulting in 7 appraisals on 6 properties, which are identified as follows:

- North 120 Acre
- Parcel C – 43.75 Acres
- 6051 Central Ave. (just under an acre)
- 6071 Central Ave. (owned by Sanitary Board)
- 4 lots between Irving St. and Lois St. (owned by BOW)
- Irving St. – Parking Lot (owned by BOW)

Commission Lach asked if it would be helpful if the Sanitary Board deeded the properties over to the RDC? Mr. Rathjen stated it would help when the City goes to sell the property. Attorney Whitten stated that he will go to the Board of Works (BOW) and the Sanitary Board and request their permission to let the Redevelopment Commission take the lead.

Commission Lach motioned to authorize Attorney Whitten to go to the Sanitary Board and the Board of Works to request permission to have the Redevelopment Commission to take the lead on the process of sale of the properties. Commission Mundt seconded.

5 yes 0 nays

OLD BUSINESS:

None

NEW BUSINESS:

Downtown Baseball Complex – Concession/Storage Building Doors

Director Monroe stated that solicitations were sent requesting the replacement of three doors at 2500 Spc Roy Buckley Way. He stated that three companies were solicited and only one quote was received. The quote received was provided by Lazzaro Companies in the amount of \$15,560.00. Mr. Monroe stated it is the staff's recommendation to approve this quote for door replacement contingent upon legal review.

Mayor Lynch entertained a motion to approve the quote from Lazzaro Companies in the amount of \$15,560.00, contingent upon legal review. Motion by Commissioner Mundt (Commissioner Czilli 2nd).

5 yes 0 nays

Portage Police Station Parking Lot Seal Coating/Striping

Director Monroe stated that solicitations were sent out for the maintenance of the Portage Police Station Parking Lot. He stated that four solicitations were sent and two quotes were received.

Site-Services Inc.	\$16,984.00
Boyd Asphalt Inc.	\$15,750.00

He stated it is the staff's recommendation to accept the lowest responsive quote from Boyd Asphalt, contingent upon legal review.

Mayor Lynch entertained a motion to approve the quote from Boyd Asphalt in the amount of \$15,750.00 contingent upon legal review. Motion by Commissioner Lach (Commissioner Mundt 2nd).

5 yes 0 nays

Downtown Banner Program

Director Monroe stated that Joyce Russell has been working with Mayor Lynch and City Departments on the banner program. Mr. Monroe informed the Commission that Ms. Russell had submitted a plan outlining the program and rotation of banners. He stated that it is staff's recommendation along with Ms. Russell's recommendation to move forward with the next banner. He stated that Ms. Russell solicited four companies for a summer themed banner. He stated that the lowest quote received was

from Minuteman Press in the amount of \$5,948.48 for 90 banners. Mr. Monroe stated that it is the staff's recommendation and Ms. Russell's recommendation to approve the quote from Minuteman Press for the purchase of 90 Summer Themed Banners in the amount of \$5,948.48.

Mayor Lynch entertained a motion to approve the quote from Minuteman Press in the amount of \$5,948.48 for the purchase of 90 summer themed banners. Motion by Commissioner Lach (Commissioner Mundt 2nd).

5 yes 0 nays

Change Orders No. 1 -3 – Off-Street Municipal Parking

Director Monroe presented Change Order No's: 1 -3 as follows:

Change Order No. 1:	add \$10,00.00
Change Order No. 2:	add \$30,897.00
Change Order No. 3:	add \$4,695.00

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

Mayor Lynch entertained a motion to approve Change Orders No. 1 - 3 for the Off-Street Municipal Parking Project. Motion by Commissioner Czilli (Commissioner Mundt 2nd).

5 yes 0 nays

Other:

Director Monroe presented the Memorandum of Understanding between the City of Portage and the Northwestern Indiana Regional Plan Commission (NIRPC) for partial reimbursement of two mobile box counters. He stated that the cost per counter is \$3,615.00 each with the City's 20% match being \$1,446.00. He stated that the City has been working with NIRPC on this project for a couple of years. He further stated that this project was included on the RDC Budget in 2021 and was carried over to the 2022 Working Budget. The purpose is to get a better sense of the use of the trail system throughout Northwest Indiana. He stated that this will help when seeking federal funding for maintenance of the trails in the future.

Mayor Lynch entertained a motion to approve the Memorandum of Understanding. Motion by Commissioner Czilli (Commissioner Mundt 2nd).

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.

5 yes 0 nays



Sue Lynch, Mayor



Sonya Lindgren, Recording Secretary