



REGULAR MEETING
July 28, 2022

PLEDGE OF ALLEGIANCE: Led by Commissioner Mundt

Commissioners Present: Lach, Mundt, Ekdahl, Mayor Lynch, Dr. Finley

Commissioners Absent: Czilli

APPROVAL OF MINUTES:

Commissioner Lach made a motion to approve the minutes from the regular meeting of June 23, 2022. Commissioner Mundt seconded the motion.
4 yes 0 nays

APPROVAL OF CLAIMS:

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

STAFF REPORTS:

Director A.J. Monroe:

- Marquette Greenway Trail (NPS Segment). Gariup to begin earthwork week of August 1st. The substantial completion date is November 5th.
- WCR / CR Bypass Project. Pavement and concrete work are complete. Structure adjustments and general restoration work is ongoing. Substantial completion is expected mid-August 2022.
- 5439 Central Avenue (former Gilbert Service Station). Work is complete. Amereco continues to work on closing documents.
- Central Avenue West. Phase One – A design work is complete. Bid Letting is expected Fall 2022. Phase One – B design work is ongoing. Bid Letting for Phase One – B is expected FY 2024.
- 2022 Paving Program (CCMG). Rieth-Riley has been awarded the project. Work has recently been completed on Plaza, Houston, Lakewood, Venus Court, Christy, Tilford, Russell and Sherwin.
- City Hall Remodel. The contractor continues to work on Punch List Items. A meeting to discuss remaining Punch List Items is set for Monday, August 1st.
- Founders Square / Plaza. Work to complete Punch List Items is ongoing.

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

- Downtown Baseball Complex. Lazzaro recently installed four man-doors at the complex (3 at the concession / restroom building and 1 at the storage building).
- Fire Station #3 – Masonry Work. Gariup continues work.
- Founders Square / Plaza / Police Station Landscape Project. Work is ongoing.
- Library Park / Irving Street Trail. Abonmarche submitted 99% plans for review on Wednesday, July 27th. Plans are under review. Bid Letting expected September 2022.
- 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.
- Downtown Master Plan. SmithGroup conducted stakeholder interviews and site tour on Tuesday, July 26th. The downtown plan charrette is scheduled for Tuesday, August 16 – Thursday, August 18. A detailed schedule will be sent when finalized.
- Transit Development District (TDD) Boundary. The RDA canceled the July Public Hearing. The second public hearing has rescheduled for Thursday, August 11th. The hearing will be held at the office of the RDA.
- Marquette Greenway Trail – RAISE / READI Grants (remaining Portage Segments). A kick-off meeting was held on Friday, July 22nd. A project overview, status and next steps were discussed during the meeting. Those on the call were notified to be on the lookout for interlocal project agreements from NIRPC and the READI Grant Administrators.

Mayor Lynch asked about the Stakeholders Meetings for the Downtown Master Plan. Director Monroe stated that they went well. He stated that programming was a consistent theme throughout the meetings. They spoke on future development and what it will look like, which will be brought to light during the Charrette meetings when they are held in August.

Commissioner Lach asked about the responsibility of removing of brush from the Willowcreek Overpass Project. Mr. Monroe stated that it would need to be coordinated with General Services.

OLD BUSINESS:

None

NEW BUSINESS:

Police Department Equipment List

Chief Candiano presented a proposed equipment list for items the Police Department is seeking to purchase. Mayor Lynch reminded those present that the Commission has budgeted \$75,000.00 for this purpose. Chief Candiano listed the following items they are seeking approval for:

- 6 High-Definition Cameras and associated accessories from Gary Camera and Video (\$5,724)
- 1 Rescue Phone Cellular Response Console from Rescue Phone, Inc. (\$1,750)
- 60 Trauma Kits (\$6,060)
- 28 Mats (\$4,680 prior to shipping)

Mayor Lynch entertained a motion to approve the equipment list as presented. Motion by Commissioner Ekdahl (Commissioner Mundt 2nd).

4 yes 0 nays

Electronic Message Center (EMC) Equipment Replacement at 6260 Central Avenue

Director Monroe asked Sandra McDaniel to speak on this topic. Ms. McDaniel stated that solicitations were sent out for the replacement of equipment for the electronic message board at 6260 Central Avenue. She stated that solicitations were sent, and four quotes were received.

Gary Sign Company	\$4,323.00
Steindler Signs & Graphics	\$4,065.00
Hayes Design	\$3,470.00
Legacy Sign Group	\$3,004.00

Ms. McDaniel recommended awarding to Legacy Sign Group.

Mayor Lynch entertained a motion to award the project to Legacy Sign Group in the amount of \$3,004.00. Motion by Commissioner Lach (Commissioner Ekdahl 2nd).

4 yes 0 nays

Value Estimate Contracts

Director Monroe asked Bill Rathjen (McColly Bennet Real Estate) to present his report. Mr. Rathjen stated that they have been working on putting together appraisal packages for five land packages. Solicitations were sent out and four quotes were received.

Valuation Services	\$7,800.00
Vale Appraisal Group	\$8,300.00
BLN	\$10,000.00
Traynor	\$10,000.00

Mr. Rathjen stated it is his recommendation to award the contracts to Valuation Services in the amount of \$7,800.00 and Vale Appraisal Group in the amount of \$8,300.00.

Mayor Lynch entertained a motion to award the contracts to Valuation Services in the amount of \$7,800.00 and Vale Appraisal Group in the amount of \$8,300.00. Motion by Commissioner Lach (Commissioner Mundt 2nd).

4 yes 0 nays

Founders Square Park Lighting Improvements (DLZ)

Director Monroe presented an agreement from DLZ for the purpose of preparing plans and specifications for pedestrian scale lighting at Founders Square in the amount of \$24,500.00. This project is a result of the study commissioned by the Redevelopment Commission a few months ago. Mr. Monroe stated that it is staff's recommendation to approve the agreement contingent upon legal review.

Mayor Lynch entertained a motion to approve the Professional Services Agreement with DLZ in the amount of \$24,500.00 contingent upon legal review. Motion by Commissioner Lach (Commissioner Mundt 2nd).

4 yes 0 nays

Banner Quote

Director Monroe stated Joyce Russel has continued to work on the Banner Program in cooperation with Portage Township Schools and the Greater Portage Chamber of Commerce. Mr. Monroe stated Ms. Russell is seeking the Commission's approval to purchase 35 fall-themed and 35 holiday-themed banners for the Founders Square area and Main Street. Mr. Monroe indicated solicitations were sent out and two quotes were received.

Minuteman Press	\$4,162.60
Simko Signs	\$6,650.00

Mr. Monroe stated that it is Ms. Russell's recommendation along with staff's to award the quote to Minuteman Press.

Mayor Lynch entertained a motion to award the quote to Minutemen Press in the amount of \$4,162.60. Motion by Commissioner Lach (Commissioner Mundt 2nd).

4 yes 0 nays

Letter of Engagement for Grant Services (KarnerBlue)

Director Monroe stated that Tina Rongers with KarnerBlue, has worked with the Commission in the past and has been very helpful in obtaining the Lake Michigan Coastal Program Grant as it relates to land acquisition and disposition planning. He recommends retaining the KarnerBlue Team to continue moving forward with the grant process and asked the Commission to approve the contract in the amount of \$40,000.00.

Mayor Lynch entertained a motion to approve the Letter of Engagement for Grant Services with KarnerBlue in the amount not to exceed \$40,000.00 contingent upon legal review. Motion by Commissioner Lach (Commissioner Mundt 2nd).

4 yes 0 nays

Amendment No. 1 Central Avenue Project (American Structurepoint)

Director Monroe stated that the amendment takes into account the additional work that was required by the engineer to split up the set of plans due to the obligation to spend federal funds in the fiscal year. Phase One - A is set to be bid in the Fall of this year with Phase One - B to be let in fiscal year 2024. American Structurepoint is seeking compensation for this work. Mr. Monroe recommended approving this amendment for an additional amount of \$163,700.00.

Mayor Lynch entertained a motion to approve Amendment No. 1 for the additional \$163,700. Motion by Commissioner Lach (Commissioner Mundt 2nd).

4 yes 0 nays

Change Order No. 1 RTU at City Hall (Bloomfield)

Director Monroe presented the change order from Bloomfield Mechanical in the amount of \$1,540.00 for the additional cost of having to use a larger crane to gain access to the roof. Mr. Monroe stated it is staff's recommendation to approve the change order.

Mayor Lynch entertained a motion to approve Change Order No. 1 for the additional \$1,540.00. Motion by Commissioner Lach (Commissioner Mundt 2nd).

4 yes 0 nays

Attorney Whitten asked about the request from Holladay Properties to increase their managerial prices at 6100 Southport Road. Director Monroe stated that his department is in the process of scheduling a meeting with Holladay regarding this issue and will bring before the Commission once the meeting has taken place. Attorney Whitten agreed that was the proper course of action.

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

4 yes 0 nays


Sue Lynch, Mayor


Sonya Lindgren, Recording Secretary