



CITY OF PORTAGE
**REDEVELOPMENT
 COMMISSION**



REGULAR MEETING
 June 20, 2024

PLEDGE OF ALLEGIANCE: Led by Mayor Bonta

Commissioners Present: Mayor Austin Bonta, Penny Ambler
 Judi Jozwiak, Ralph Mundt, Greg Lach, and
 Wilma Vazquez

Commissioners Absent:

APPROVAL OF MINUTES:

Commissioner Mundt a motion to approve the May 23, 2024 minutes.
 Commissioner Jozwiak seconded the motion.
 5 yes 0 nays

APPROVAL OF CLAIMS:

Commissioner Lach made a motion to approve the June 20, 2024 dockets.
 Commissioner Mundt seconded the motion.
 5 yes 0 nays

STAFF REPORTS:

Director Botich stated that the Grand Opening of the Promenade was held and was well attended. He further stated that the NWI Forum sent a request for response for more information regarding the Raise Grant and scheduling of when the funds will be used and how much of the funds requested were needed. His reply to them was that all the funds were needed and that the project would be constructed by the 1st quarter of 2026, coinciding with the development of the Northside Project.

He also informed the Commission that the City is meeting on Monday with the Regional Development Authority (RDA) regarding a potential MOU/Agreement on how the layering of the Transit Development Districts (TDD) Allocation Area through the Redevelopment District will work with the City of Portage's Allocation Area and how those distributions would occur.

He presented for discussion the draft of the Educational & Worker Training Grant Program provided to them at the meeting. He stated the Grant would be dependent upon the net available Tax Increment Revenue. He explained that it is the total distribution annually minus any obligations due, then minus any projects/programs budgeted for in the subsequent year and minus any debt services due in the subsequent six months. He stated that 15% of

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 Austin Bonta
Mayor

Vice-President
 Penny Ambler
Councilperson

Secretary
 Greg Lach

Members
 Ralph Mundt
 Judi Jozwiak

School Board Liaison
 Wilma Vazquez

Director
 Daniel Botich

Assistant Director
 Sandra McDaniel

Legal
 Daniel Bartnicki

Recording Secretary
 Sonya Lindgren

City Hall
 6070 Central Avenue
 Portage, IN 46368

219-764-5746

remaining net available tax increment revenue would be available for the grant program. He did state that it is at the discretion of the Redevelopment Commission if the full 15% would be used. Discussion was held on the timeline of the grant for next year. He stated that this would work with the fiscal year of the Portage Township Schools. He stated the funds must be used within that fiscal year. He further stated that funds would be dispersed upon receipt of invoices and the semi-annual reports from the entity, due November 1, and June 1 annually. Discussion was held.

Mayor Bonta asked what the Redevelopment Commissions level of authority to approve or deny proposals that may be submitted. Director Botich stated that there are a couple of restrictions on the qualified entities, one being an educational institution or a worker training program that serves the Redevelopment District and the second is that they are restricted by the amount of funding. Discussion was held.

Director Botich stated that he will have a one-to-two-page overview of a HOME Tax Increment Financing Grant Program for them to review at next month's meeting.

OLD BUSINESS:

None.

NEW BUSINESS:

Consideration: Central Avenue West – Change Order No. 4

John Tucker, Head Construction Engineer with American Structurepoint stated that the Change Order encompasses the final design for the low transfer platform design cost, the extra borings and the additional work of demobilizing the crane as there was idle time for the crane while it was out on the job site, as well as clearing and moving of the steel bridge pile away from the roadway last summer. He stated the overall cost of this change order was \$85,223.61. He did state that 80% (\$61,000) is eligible for federal participation with the balance not be eligible for some of the rework that had to be done with some of the equipment. He reminded them of Mr. Murphy's statement that the remaining cost would be eligible for the claim in the future.

Commissioner Lach asked what the cause of delay was with the crane resulting in the change order. Mr. Tucker stated it was due to the issue with the peat which resulted in the delay. He stated that the crane had already been mobilized when the peat was discovered and during the process of design to correct the issue, the crane was demobilized. Discussion was held.

Mayor Bonta asked when the project would restart. Mr. Tucker stated that they have ordered the test piles and once they have been delivered to the site then they can begin. He stated they anticipate the test piles to be delivered and installed within the next few weeks. Once the test piles have been installed and tested and all is favorable, then the project will begin thereafter.

Attorney Bartnicki stated that one of the things the Commission can do tonight to keep the project moving forward is to make a motion to approve the change order, but preserve the Commission's rights to seek recovery against the parties responsible for causing the delay. So moved by Commissioner Lach. Commissioner Jozwiak seconded the motion.

5 yes – 0 nays

Consideration: Abonmarche Task Directive No. 3 – Library Garden

Richard Piazza with Abonmarche informed the Commission that the Task Directive was for additional testing performed by K&S Engineering.

Commissioner Lach made a motion to approve Task Directive No. 3. Commissioner Mundt seconded.

5 yes – 0 nays

Consideration: Real Estate Matters

Mr. Bill Rathjen with McColly Real Estate was present to speak on real estate matters before the Commission. He discussed a Purchase Sales Agreement (PSA) for property at the corner of Lute and Airport Roads. He is asking for authorization for the Mayor to sign as President of the Commission tentative upon Attorney Bartnicki's final review of the documents.

Commissioner Mundt moved to authorize Mayor Bonta to sign the PSA as President of the Redevelopment Commission upon Attorney Bartnicki's final review. Commissioner Jozwiak seconded the motion.

5 yes – 0 nays

Mr. Rathjen stated that discussion has been held on the Commission contacting other property owners on the north side of the City. He requested authority from the Commission for McColly Real Estate to contact the real estate property owners on the Commissions behalf as to potential Commission purchase of the property(ies).

Commissioner Ambler made a motion to authorize McColly Real Estate to contact the property owners on behalf of the Redevelopment Commission. Commissioner Mundt seconded the motion.

5 yes – 0 nays

Consideration: Cameras Founders Square Event Security

Director Botich stated that this request resulted from a meeting with the City Administration, Department Heads and all the event coordinators after the opening day of the Farmers Market and Founders Square Project. He stated that having the cameras would aid with any criminal activity that may occur for evidence gathering and documentation. Assistant Director, Sandra McDaniel stated that last year a quote was obtained from Proven IT for cameras, Wi-Fi, labor, and equipment for around \$53,000.00.

Director of Planning and Community Development, Tom Cherry stated that Police Chief Candiano received a quote from Flock Safety Solutions, who the Police Department used for their surveillance equipment last year. He stated the City was originally quoted for \$12,000.00 a year with an initial \$3,000.00 for setup. He stated they would waive the \$3,000.00 but were firm on the \$12,000.00 a year. This cost also covers the Wi-Fi and data storage. Director Botich stated that the Founders Square area is somewhat of a dead Wi-Fi area. Discussion was held.

Commissioner Ambler asked if the City had statistics on vandalism and crime at Founders Square since its existence, to help justify the expense. Discussion was held. Commissioner Wilma Vazquez stated that they have had to install cameras in schools, hallways and playgrounds and stated that having the cameras has proven to be beneficial. Discussion continued. Director Cherry stated that he would gather current costs for next meeting.

Consideration: Power Washing

Assistant Director McDaniel stated that the recommendation they see in front of them is for power washing all the surfaces (except new concrete) at Founders Square. She informed the Commission that quotes were solicited and three were received. She stated that the Department recommends the Commission move forward with Every Surface Power Washing in the amount of \$17,332.03.

Commissioner Ambler made a motion to approve Every Surface Power Washing in the amount of \$17,332.03. Commissioner Jozwiak asked when the work at Founders Square would be done, as other areas are in need as well. Discussion was held. Commissioner Lach seconded the motion.

4 yes: Lach, Mundt, Ambler, Bonta – 1 no: Jozwiak

Other Business

Discussion: Special Event Request – Cronin Parking at Garyton

Assistant Director McDaniel informed the Commission that the Department received a phone call from a resident who lives on Engle street adjacent to the Garyton School Building requesting permission to use the parking lot for overflow for their daughter's graduation party. Discussion was held. Attorney Bartnicki stated that a Memorandum of Understanding would be needed between the entity that wants to use the Commission real property and the Redevelopment Commission. Discussion was held.

Attorney Bartnicki stated tonight the Commission can direct him as legal counsel to work staff to insulate the liability of the Commission, the Department and the City for this event, so moved by Commissioner Ambler. Seconded by Commissioner Jozwiak.

5 yes – 0 nays

Consideration: Irving Street Estimate

Assistant Director McDaniel reminded the Commission that Abonmarche has been under contract to design Irving Street Trail. She stated that when the Library Garden was designed it included a trail that connected Central Avenue down to Mulberry Avenue and went in front of the Library Garden. The sidewalk on Central Avenue is 8 feet wide as it is a connector for the downtown to get to Prairie Duneland Trail, so this was a phase in the downtown connector trail. She further stated that when the original bid for the Library Garden was submitted it came in over budget and it was decided at that time to remove the trail from that project and create a separate project. She stated the design is complete, and that now is the time to consider whether the City wants to let this project for bid for construction. She further stated that the construction estimate is just over \$871,000; however, due to staffing we would not be able to manage the construction of it and have asked Abonmarche to provide a quote to do so and that amount is \$61,000.00. She stated that this is brought before them today to see if this is something the Commission wants to move forward with and if funding is available for this year, or if this is something to consider for a future Commission' fiscal year planning and budget considerations.

Mayor Bonta was concerned with the high cost. He is in favor of the trail, but believes there may be other priority projects in need of funding. Ms. McDaniel informed the Commission of items that were taken out of the Library Garden Project included driveways and driveway aprons at the Library due to them being affected by this project. She stated that the Library may believe that the City will be coming right back to do their driveways and if this project is not built, they may also have to wait. Discussion was held.


Mayor Bonta would like to table this to allow time for a Sub-committee to work with the Library to sort out the project. Director Botich stated that the Commission could have a working session just for discussion of a topic with the full board with no action taking place but just to hear input from both parties. They would be publicly noticed, and all rules would be followed. Discussion was held.

Consideration: Alta Study on Parcel C (Northside)

Director of Planning and Community Development, Tom Cherry came before the Commission to Inform the Commission that the buyer of the real property has asked the City to include a Wetland Delineation Report onto the Alta Survey which the Commission approved in previous months. He stated that Soil Solutions provided a cost estimate Not to Exceed (NTE) \$6,500.00.

Commissioner Lach made a motion to approve the Wetland Delineation Report onto the Alta Survey for a not-to-exceed (NTE) amount of \$6,500.00. Seconded by Commissioner Jozwiak.
5 yes - 0 nays

With no further business before the Commission, Commissioner Ambler moved to adjourn.
Commissioner Lach seconded the motion.
5 yes 0 nays



Austin Bonta, Mayor



Sonya Lindgren, Recording Secretary