



# City of Elkhart

## *Redevelopment Commission*

### REGULAR MEETING

#### ELKHART REDEVELOPMENT COMMISSION

LOCATION: CITY HALL, 2<sup>ND</sup>. FLOOR, COUNCIL CHAMBERS

Tuesday, February 14, 2023

4:00 p.m.

---

**PRESENT:** Dina Harris, Alex Holtz, Dorisanne Nielsen, Gary Boyn, Adam Fann, Mary Kaczka, Mike Huber, and Sherry Weber (Recording Secretary)

**PRESENT BY WEBEX:** Sandi Schreiber, Gerry Roberts, Chris Pottratz, Jamie Arce, Bradley Tracy, and Jess Frye

---

### CALL TO ORDER

This meeting was held in-person, telephonically and virtually through WEBEX. Mr. Holtz ran the meeting as Mrs. Schreiber attended via Webex. Mr. Holtz referred to Indiana Code 36-7-14-3.1 and 14.5-9.5, which authorizes us to proceed with 2 people in attendance. Mr. Holtz called the meeting to order at 4:02 pm. Roll call was taken at the beginning of the meeting.

### AMENDMENT OF FEBRUARY 14, 2023 AGENDA

Mr. Holtz asked for a motion to amend the February 14, 2023 Agenda to include Woodland Letter of Intent. Moved by Ms. Harris. Seconded by Mrs. Schreiber. Roll call vote. All in favor, motion approved.

### APPROVAL OF JANUARY 10, 2023 REGULAR MEETING MINUTES

Mr. Holtz asked for a motion to approve the January 10, 2023 Regular Meeting Minutes. Moved by Mrs. Schreiber. Seconded by Ms. Harris. Roll call vote. All in favor, minutes approved.

### NEW BUSINESS

#### **A. OPEN OFFERS**

Mr. Adam Fann addressed the commission regarding an offer on 1524 Frances Street. Mr. Fann introduced Cory White from White Bottom Properties, LLC who presented an offer for 1524 Frances Street. Cory White addressed the commission and answered their questions. Mr. Holtz asked for a motion for staff to work on a purchase agreement and to negotiate the terms of the purchase agreement. Once they have something they would consider to be acceptable final form, bring it back for approval of the commission. Moved by Ms. Harris. Seconded by Mrs. Schreiber. Roll call vote, all in favor. Motion approved.

**B. AUGUST MACK EMPLOYMENT TO PERFORM COST ANALYSIS ON FORMER G&W INDUSTRIES SITE**

Mr. Boyn addressed the commission and answered their questions. Mr. Holtz asked for a motion to approve August Mack employment and to appropriate \$6,500.00 from the Consolidated TIF Area Special Fund to pay for those services and authorize Ice Miller to execute, accept and deliver the proposal. Moved by Mrs. Schreiber. Seconded by Ms. Harris. Roll call vote. All in favor. Motion approved.

**C. IDEM INVOICES FOR G&W VRP SERVICES**

Mr. Boyn addressed the commission and answered any of their questions. Mr. Holtz asked for a motion to approve IDEM invoices and appropriate \$393.75 from the Consolidated Elkhart TIF Area Special Fund to cover those expenses. Moved by Ms. Harris. Seconded by Mrs. Schreiber. Roll call vote. All in favor, motion approved.

**D. ICE MILLER BILL FOR 1101 E. BEARDSLEY SERVICES**

Mr. Boyn addressed the commission and answered their questions. Mr. Holtz asked for a motion to approve the Ice Miller invoice for payment of \$3,195.00 and appropriate funds from the Downtown Allocation Area No. 1 Special Fund and authorize the officers to do all acts they deem necessary in furtherance of the resolution. Moved by Ms. Harris. Seconded by Mrs. Schreiber. Roll call vote. All in favor, motion approved.

**E. 1701 STERLING OVERAGE**

Mr. Adam Fann addressed the commission and answered their questions. Mr. Holtz asked for a motion to approve the overages for 1701 Sterling and appropriate \$13,363 from the Consolidated Elkhart TIF to cover those costs. Moved by Ms. Harris. Seconded by Mrs. Schreiber. Roll call vote. All in favor, motion approved.

**F. PREMIER ARTS**

Mr. Adam Fann addressed the commission and answered their questions. Mr. Holtz asked for a motion to authorize the staff to present the offer to the owner as set forth in the Letter of Intent (LOI) and authorize staff to negotiate the terms and conditions of a purchase agreement for the real estate to be presented to the commission at a public meeting for approval and authorize the officers to execute and deliver LOI and do all acts deemed necessary to further the resolution. Moved by Ms. Harris. Seconded by Mrs. Schreiber. Roll call vote. All in favor, motion approved.

**G. LACASA HOMEBUYERS PROGRAM**

Brad Hunsberger, VP and Real Estate Developer for LaCasa, addressed the commission and answered their questions. Mr. Holtz asked for a motion to approve the sub recipient application as presented for fiscal year 2022 from Lacasa Inc. and to authorize the execution of sub recipient agreement that will go with it once that is prepared and presented. Moved by Mrs. Schreiber. Seconded by Ms. Harris. Roll call vote. All in favor, motion approved.



#### **H. METICULOUS DESIGN + ARCHITECTURE LLC**

Mr. Mike Huber, Director of Development Services, addressed the commission and answered their questions. Mr. Holtz asked for a motion to approve the employment of Meticulous to provide the service at a fee not to exceed \$22,350. Approve the form of contract, authorize its execution, and appropriate \$22,350 from the Community Development Block Grant Special Fund to cover the cost of services and authorize the officers to do all acts to further the resolution they deem necessary. Moved by Ms. Harris. Seconded by Mrs. Schreiber. Roll call vote, all in favor. Motion approved.

#### **I. COMMUNITY PLANNING INSIGHTS (CPI)**

Ms. Mary Kaczka, Assistant Director of Community Development, addressed the commission and answered their questions. Mr. Holtz asked for a motion to approve the employment of CPI at an hourly rate of \$100 at a fee not to exceed \$25,000 to perform those services. Approving the form of contract that is submitted authorizing its execution and appropriate the sum of \$25,000 from the CDBG program special fund and authorize the officers to do all acts they deem necessary to appropriate the furtherance of the resolution. Moved by Ms. Harris. Seconded by Mrs. Schreiber. Roll call vote, all in favor. Motion approved.

#### **J. WOODLAND CROSSING LETTER OF INTENT (LOI)**

Mr. Boyn addressed the Commission and answered their questions. Mr. Holtz asked for a motion to authorize the officers to execute and deliver a revised letter of intent to the owner of Woodland Crossing. Moved by Ms. Harris. Seconded by Mrs. Schreiber. Roll call vote, all in favor. Motion approved.

#### **STAFF UPDATES**

Mr. Adam Fann addressed the commission with updates on projects around the city

- **1045 S. Main** –Met with JPR for a structural analysis. Did a walk through and went up in one of our bucket trucks to check on the roof. JPR will create a report. Met with our asbestos contractor regarding the other South Main buildings. They will be giving us some prices on doing asbestos surveys.
- **State Road 19 Bids** – On track for a March 7<sup>th</sup> opening which will put us at March 14<sup>th</sup> for an appropriation. We hope to award that bid at the end of March.

#### **OTHER BUSINESS**

Mr. Boyn stated the current work amount on the Warrick and Boyn invoice is for \$24,423.46.

Mr. Holtz asked for a motion to approve the Warrick and Boyn invoice in the sum of \$24,423.46. Moved by Ms. Harris. Seconded by Mrs. Schreiber. Roll call vote, all in favor. Motion approved..

Adam Fann will email the commissioners the TIF Report

**PUBLIC COMMENT**

No public was present to address the Commission

**ADJOURNMENT**

There being no further discussion, Mr. Holtz asked for a motion to adjourn the meeting. Moved by Ms. Harris. Seconded by Mrs. Schreiber. Roll call vote, all in favor. Motion approved. The meeting adjourned at 4:32 p.m. Next meeting is on Tuesday, March 14, 2023 at 4:00 p.m. in Council Chambers.

  
**SANDRA SCHREIBER, PRESIDENT**



Elkhart Redevelopment Commission  
Pre-Agenda Meeting Summary  
For February 10, 2023

---

**PRESENT:** Dina Harris, Alex Holtz, Sandi Schreiber, Wes Steffen, Gary Boyn, Adam Fann, Mike Huber, Mary Kaczka and Sherry Weber (Recording Secretary)

**PRESENT BY WEBEX:** Chris Pottratz, Kristen Smole, Unidentified phone number

---

The Commission reviewed each agenda item and staff explained the status of each matter to date and the need for and purpose of the proposed Resolution to be acted upon at the upcoming Elkhart Redevelopment Commission meeting on February 14, 2023.