

**REGULAR MEETING  
ELKHART REDEVELOPMENT COMMISSION  
LOCATION: CITY HALL, 2<sup>ND</sup>. FLOOR, COUNCIL CHAMBERS via WeBex  
Tuesday, December 8, 2020  
4:00 P.M.**

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**PRESENT IN-PERSON: SANDI SCHREIBER and DANA DONALD (RECORDING SECRETARY)**

**PRESENT BY WEBEX: WES STEFFEN, KURT BULLARD, AND ALEX HOLTZ**

**ADAM FANN, GARY BOYN, CHRIS POTTRATZ, ASHLEY ELSASSER, LAURA MILLER, CHAISE COPE, KACEY JACKSON, ERIC TROTTER, COUNCIL MEMBER TONDA HINES, DAVID GUNN, DAVID RANDALL FRANKENBERGER, AND ERIC FRANKENBERGER**

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**CALL TO ORDER**

This meeting was held in-person, telephonically, and virtually through WEBEX. Due to the nature of the meeting Dana Donald will call roll after the motion.

The meeting was called to order at 4:00 p.m. by Ms. Schreiber, President.

**APPROVAL OF AMENDED AGENDA**

Motion made by Mr. Bullard seconded by Mr. Holtz to amend the agenda. Ms. Schreiber made a roll call vote. Four were in favor and none were opposed. Vote carried.

**APPROVAL OF NOVEMBER 10, 2020 MEETING MINUTES**

Motion made by Mr. Steffen seconded by Mr. Holtz to approve the minutes from the previous meeting. Dana Donald made a roll call vote. Four were in favor and none were opposed. Vote carried.

**NEW BUSINESS**

- a) **2021 Redevelopment Commission Meetings and Pre-Agenda Meetings:**
- b) **Approval of Invoice for Foundry Mediator Services for April 2020 and July 2020:** Mr. Boyn stated that the Commission employed Ice Miller, LLP to seek recovery of City costs and damages arising from the environmental contamination at the former Elkhart Foundry site. The Contract for Services requires the City to pay for Mediation expenses as incurred, an unsuccessful mediation occurred in April of 2020, and the parties met again in July of 2020 at a second attempt to resolve the litigation by mediation. The Mediator has submitted a bill for all services through July 31, 2020, the balance due on the Commission's 1/3 share, after application of prior payments, is \$3043.88 to be paid from the Downtown Allocation Area No. 1 Special Fund.

Motion was made by Mr. Bullard seconded by Mr. Holtz to approve the resolution. Ms. Schreiber asked for questions or comments from the Commission or public. The roll call vote was as follows: Ayes: Mr. Steffen, Mr. Bullard, Mr. Holtz and Ms. Schreiber. Nays: None. The motion carried unanimously 4-0, and the motion passed.

- c) **~~Declaratory Resolution—Expansion of Allocation Area 3:~~**

- d) **1101 E Beardsley – Property Appraisal Request:** Mr. Fann stated that Staff has been contacted by a developer interested in 1101 Beardsley and 1701 Sterling. Both of these properties were acquired via tax sale. Additionally, both parcels are involved in the MACOG grant for environmental analysis. This developer has experience with development of brownfields and has worked around the State of Indiana. Staff would like to request an appropriation from the Downtown TIF of a not to exceed amount of \$2,800.00 to cover the costs of the appraisals. 1701 Sterling was appraised in March of 2019.

Motion was made by Mr. Bullard seconded by Mr. Steffen to approve the resolution. Ms. Schreiber asked for questions or comments from the Commission or public.

The roll call vote was as follows: Ayes: Mr. Steffen, Mr. Bullard, Mr. Holtz and Ms. Schreiber. Nays: None. The motion carried unanimously 4-0, and the motion passed.

- e) **Lawn Maintenance Proposals – Approval of Service Contract:** The Commission needs the services of a lawn care company to perform lawn mowing, leaf pickup, and snow removal services for various properties under its control; about 20 requests were sent out and we received two quotes. The prices quoted are on a per site visit basis so the actual costs per year will depend on how many times each service is needed and performed. The Commission has reviewed the quotes received and finds the quote of Frankenberger Lawn Care, LLC the lowest and most responsive for Mowing and Leaf Pickup and the quote of Dave Gunn Lawn Service the lowest and most responsive for Snow Removal and the contracts are awarded as such for calendar years 2021 and 2022. The Commission appropriates the sum of \$146,000 to cover the estimated cost of the services, to be allocated among the named Special Funds in the following amounts:

- \$90,000 from the Downtown Allocation Area No. 1 Special Fund
- \$8,000 from account 294
- \$6,000 from Elkhart Technology Park Allocation Area Special Fund
- \$40,000 from the Consolidated South Elkhart Economic Development/Redevelopment Area Allocation Area Special Fund
- \$2,000 from the Elkhart Capital Outlay Fund for the River District

At the end of the two-year period, all unspent funds shall be returned to the appropriate accounts.

Motion was made by Mr. Steffen seconded by Mr. Holtz to award the Mowing and Leaf Removal to Frankenberger Lawn Care. Ms. Schreiber asked for questions or comments from the Commission or public.

The roll call vote was as follows: Ayes: Mr. Steffen, Mr. Bullard, Mr. Holtz and Ms. Schreiber. Nays: None. The motion carried unanimously 4-0, and the motion passed.

Motion was made by Mr. Bullard seconded by Mr. Steffen to award the Snow Removal to Dave Gunn Lawn Service. Ms. Schreiber asked for questions or comments from the Commission or public.

The roll call vote was as follows: Ayes: Mr. Steffen, Mr. Bullard, Mr. Holtz and Ms. Schreiber. Nays: None. The motion carried unanimously 4-0, and the motion passed.

Motion was made by Mr. Bullard seconded by Mr. Steffen to approve the \$146,000 over two years allocated from the TIFs as outlined with any remaining amounts returned to their Funds. Ms. Schreiber asked for questions or comments from the Commission or public.

The roll call vote was as follows: Ayes: Mr. Steffen, Mr. Bullard, Mr. Holtz and Ms. Schreiber. Nays: None. The motion carried unanimously 4-0, and the motion passed.

## **STAFF UPDATES**

### **CDBG:**

**Downtown:** Mr. Fann stated that Central Park is technically open. The Parks Department, volunteers, and Ms. Elsasser have put up Christmas decorations.

### **Economic Development Projects**

Ms. Elsasser stated that there are still a couple lights to put out this week. I have also partnered with the Downtown Merchants Alliance to create a Facebook page called Downtown to You – Elkhart’s way to buy from our local stores and have your items delivered to you the same day.

Council Person Tonda Hines stated that she received a couple calls about people climbing on the pontoon that is placed on the grass in Central Plaza. We don’t want any injuries and/or lawsuits.

Ms. Elsasser stated that she never thought of that. She’ll have the Parks Department put a fence around it, have the ladder taken off, and place some signs around it.

### **Cassopolis Street Projects**

Mr. Fann stated that you heard about the Wayfinding earlier, just wrapping things up, and the overpass is still in the design phase.

### **TIF Budgets Summary**

The TIF Budget Summary comes from the Controller’s Office.

## **OTHER BUSINESS**

Approval of Invoice – Warrick & Boyn (November 2020)

Motion made by Mr. Steffen seconded by Mr. Holtz to pay the invoice. The roll call vote was as follows: Ayes: Mr. Steffen, Mr. Bullard, Mr. Holtz and Ms. Schreiber. Nays: None. The motion carried unanimously 4-0, and the motion passed.

Mr. Bullard stated that he had been waiting for George to give him the Redevelopment Commission training packet that he promised but still hasn’t gotten a response or received the information from him.

Councilperson Hines asked if we are referring to George Byers. Is there anything I can do to help the Commission with the delay? Maybe we can get the two secretaries to put something together and schedule a time to go over the packet.

Ms. Schreiber stated that one of our problems on training is that everyone is new. Maybe we could have Crystal [Welsh] come in and give us training.

Mr. Fann stated that if you guys want to appropriate the funds to hire her as a consultant, we can absolutely do that. Also I can work with Ms. Donald to get something together and email it out the Commissioners this week. Staff is always here to answer any questions that any of the Commissioners have; so feel free to reach out to me.

Mr. Boyn stated that you may want to wait to see who is appointed before a training session is scheduled.

Ms. Schreiber stated yes that’s true. We’ll have to see if we are reappointed.

Mr. Boyn stated remember at the next meeting we need to elect officers again.

## **CORRESPONDENCE/ANNOUNCEMENTS**

### **PUBLIC COMMENT**

**ADJOURNMENT**

There being no further discussion, the meeting was adjourned at 5:10 p.m.

A handwritten signature in cursive script, reading "Sandi Schreiber", written in black ink. The signature is positioned above a horizontal line.

**SANDI SCHREIBER, PRESIDENT**