

City of Elkhart
Redevelopment Commission

REGULAR MEETING
ELKHART REDEVELOPMENT COMMISSION
LOCATION: CITY HALL, 2ND. FLOOR, COUNCIL CHAMBERS
Tuesday, September 10, 2024
4:00 p.m.

PRESENT: Dina Harris, Gerry Roberts, Sandi Schreiber, Wes Steffen, Willie Brown, Gary Boyn, Sherry Weber (Recording Secretary), Mike Huber, Adam Fann, Jacob Wolgamood, Corinne Straight, Mary Kaczka, Jeff Shaffer

PRESENT BY WEBEX: Chris Pottratz, Lewis Anne Deputy, Rose Rivera

CALL TO ORDER

This meeting was held in-person, telephonically, and virtually through WEBEX. The meeting was called to order at 4:00 p.m. by Ms. Schreiber, President.

AMENDMENT TO THE AGENDA

Ms. Schreiber asked for a motion to amend the agenda for September 10, 2024. Moved by Ms. Harris. Seconded by Mr. Brown. Voice vote, all in favor. Motion approved.

APPROVAL OF AUGUST 13, 2024 REGULAR MEETING MINUTES

Ms. Schreiber asked for a motion to approve the August 13, 2024 Regular Meeting Minutes. Moved by Ms. Harris. Seconded by Mr. Brown. Voice vote, all in favor. Motion approved.

NEW BUSINESS

A. OPENING OF BIDS

Adam Fann addressed the commission stating there are no bids to open.

B. PUBLIC HEARING TO REVIEW THE 2023 CAPER

Mrs. Schreiber opened the Public Hearing. Mary Kaczka presented on the 2023 Consolidated Annual Performance and Evaluation Report (CAPER) and answered questions. Mr. Gary Boyn noted the public notice that is required to be filed and printed in the local paper has run. There was no public comment. Ms. Schreiber closed the public hearing.

C. OFFERING OF REAL ESTATE

Mr. Adam Fann addressed the commission and answered their questions. Ms. Schreiber asked for a motion to approve the proposed resolution authorizing the offer of those lots for sale, provide notice that was attached to the resolution and its publication and the offering sheet that was attached so that this property can be offered to the public for sale with an opening of bids at the October 8 2024 meeting. Mr. Boyn informed the Commission that public notice for this bid opening is being published as of October 8th. Moved by Mr. Roberts. Seconded by Ms. Harris. Voice vote, all in favor. Motion approved.

D. SALE OF REAL ESTATE

Mr. Adam Fann addressed the commission and answered their questions. Ms. Schreiber asked for a motion to authorize the offering price of \$6,500, approving the offering to all the abutting land owners, publication of notice not more than 10 days after the date of this meeting identifying the property that we are offering. Moved by Mr. Roberts. Seconded by Ms. Harris. Voice vote, all in favor. Motion approved.

E. TRANSFER OF REAL ESTATE TO BOARD OF PUBLIC WORKS

Mr. Adam Fann addressed the commission and answered their questions. Ms. Schreiber asked for a motion to authorize the transfer of lot 126 in south Elkhart third addition to the City of Elkhart acting through the Board of Public Works and authorize the execution of the quit claim deed. Moved by Ms. Harris. Seconded by Mr. Brown. Voice vote, all in favor. Motion approved.

F. HRP CONSTRUCTION, INC. USE AGREEMENT FOR 3508 SOUTH MAIN STREET

Mr. Adam Fann addressed the commission and answered their questions. Ms. Schreiber asked for a motion to approve the request for access to the property at 3508 South Main Street to HRP Construction, Inc. and approve the form of agreement by authorizing the president or other officers in her absence to execute that agreement. Moved by Mr. Brown. Seconded by Ms. Harris. Voice vote, all in favor. Motion approved.

G. 117 FREIGHT STREET FURTHER SITE INVESTIGATION

Mr. Adam Fann addressed the commission and answered their questions. Ms. Schreiber asked for a motion to approve the additional study to be performed on this site and approve the employment of Heron Environmental to do that work at the cost of \$2,700 to be paid out of the Brownfield Services Special Fund. Moved by Mr. Roberts. Seconded by Ms. Harris. Voice vote, all in favor. Motion approved.

H. CASSOPOLIS STREET IMPROVEMENTS

Mr. Adam Fann addressed the commission and answered their questions. Ms. Schreiber asked for a motion to approve the project work on Cassopolis Street as described and request the Board of Public Works execute all contracts and take all actions necessary to supervise and complete the project and appropriate \$350,000 from the Cassopolis Corridor Economic Development Area Allocation Area Special Fund to cover the cost of the project with any unused funds being returned to the appropriate account. Moved by Ms. Harris. Seconded by Mr. Roberts. Voice vote, all in favor. Motion approved.

I. WOODLAND CROSSING LISTING AGREEMENT WITH MARKET PLACE REALTY

Ms. Mary Kaczka addressed the commission and answered their questions. Ms. Schreiber asked for a motion to approve the offering of real estate for lease through this listing agent contingent upon authorizing the staff to further negotiate certain provisions of the listing agreement and at such time as they reach acceptable terms, execute the same. Moved by Ms. Harris. Seconded by Mr. Brown. Voice vote, all in favor. Motion approved.

J. WOODLAND CROSSING SNOW AND SALT CONTRACT WITH DS GROUNDS CARE

Ms. Mary Kaczka addressed the commission and answered their questions. Ms. Schreiber asked for a motion to approve the contract with DS Grounds Care, LLC for sweeping services, snow removal and salt/deicing treatments to be paid from the CAM budget at the Woodland Crossing. Moved by Mr. Brown. Seconded by Mr. Roberts. Voice vote, all in favor. Motion approved.

K. SOUTH MAIN STREETSCAPE IMPROVEMENTS

Mr. Adam Fann addressed the commission and answered their questions. Ms. Schreiber asked for a motion to approve the employment of Christopher B. Burke Engineering, LLC to perform the services set forth in the contract at a price of \$156,730, approve the form of contract attached to the resolution and appropriate \$117,547.50 from the Consolidated TIF and \$39,182.50 from the Downtown Area No. 1 Special Fund. Moved by Ms. Harris. Seconded by Mr. Roberts. Voice vote all in favor. Motion approved.

L. BAKER TILLY CONTRACT

Mr. Mike Huber addressed the commission and answered their questions. Ms. Schreiber asked for a motion to approve the employment of Baker Tilly Municipal Advisors, LLC to provide the services described in the agreement, approve the form and content of the agreement and approve the fee arrangements specified in the agreement, authorize the payment of the EOC fees incurred from the Downtown Elkhart Areas Four, Five and Six Special Funds and the Parkway Fees from the Parkway 17 Allocation Special Fund. Moved by Ms. Harris. Seconded by Mr. Roberts. Voice vote, all in favor. Motion approved.

M. GRANT ACCESS TO REAL ESTATE AT 138-4 WOODLAND CROSSING

Ms. Mark Kaczka addressed the commission and answered their questions. Ms. Schreiber asked for a motion to approve the request for access by the Great Lakes Mennonite Thrift, Inc. approving the form in terms of the agreement attached and authorizing its execution. Moved by Mr. Roberts. Seconded by Ms. Harris. Voice vote, all in favor. Motion approved.

N. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM YEAR 24 SUBRECIPIENT AGREEMENT

Ms. Mary Kaczka addressed the commission and answered their questions. Ms. Schreiber asked for a motion to approve the proposed subrecipient agreements for the Boys and Girls Club, Goodwill Industries of Michiana, Health Plus Indiana, Maple City Healthcare, St. James AME Church and the YWCA of South Central Indiana in the amounts specified. Moved by Mr. Roberts. Seconded by Ms. Harris. Voice vote, all in favor. Motion approved.

O. PARK RFP RELEASE

Ms. Adam Fann addressed the commission and answered their questions. Ms. Schreiber asked for a motion to authorize the Parks Department to issue the RFP while Redevelopment still owns the property and work through the process of transferring the property to the Parks Department. Moved by Mr. Roberts. Seconded by Ms. Harris. Voice vote, all in favor. Motion approved

STAFF UPDATES

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

- Roundhouse – EPA is currently on site. They have been doing excavations on the tunnels that were left over in the foundations. Overall budget for all of the work the EPA is doing at the Roundhouse with the 10 acre scrape is \$1.65 million, the Federal Government stepped in to help us out..
- State Road 19 – A lot of plantings have gone in at the Linear Park and they have two of the blade structures up on the west side bump outs. The Welcome To Elkhart sign is on the wall at Linear Park and it is operational. They are still on schedule to finish up yet this year with a few touch ups next spring.
- Freight Street – We will bring a demolition for Freight Street structures and a fence to the commission next month.

OTHER BUSINESS

Ms. Schreiber asked for a motion to approve the Warrick and Boyn invoice in the sum of \$28,922.48. Moved by Mr. Roberts. Seconded by Ms. Harris. Voice vote, all in favor. Motion approved.

The commissioners have the TIF Report.

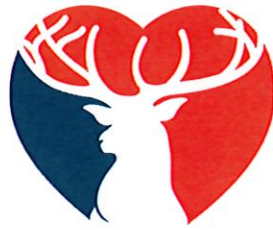
PUBLIC COMMENT

No one from the public was there at address the Commission.

ADJOURNMENT

There being no further discussion, Ms. Schreiber asked for a motion to adjourn the meeting. It was moved by Ms. Harris. Seconded by Mr. Brown. Voice vote, all in favor. Motion approved. The meeting adjourned at 4:49 p.m. Next meeting is on Tuesday, October 8, 2024 at 4:00 p.m. in Council Chambers.


Sandra Schreiber, President



City of Elkhart
Redevelopment Commission

Elkhart Redevelopment Commission
Pre-Agenda Meeting Summary
For September 6, 2024

PRESENT: Dina Harris, Sandi Schreiber, Gary Boyn, Mike Huber, Adam Fann, Jacob Wolgamood, Sherry Weber, Corinne Straight, Joshua Hofer, Mary Kaczka, Drew Wynes.

PRESENT BY WEBEX: Chris Pottratz, Willie L. Brown

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 September 10, 2024.