



REGULAR MEETING
ELKHART REDEVELOPMENT COMMISSION
LOCATION: CITY HALL, 2ND. FLOOR, COUNCIL CHAMBERS
Tuesday, January 14, 2025
4:00 p.m.

PRESENT: Dina Harris, Sandi Schreiber, Wes Steffen, Willie Brown, Gerry Roberts, Gary Boyn, Sherry Weber (Recording Secretary), Mike Huber, Adam Fann, Jacob Wolgamood, Mary Kaczka, Alex Holtz, Drew Wynes, Joshua Hofer, Megan Erwin, Ashley Brazo (Cressy Real Estate) and Bruce Jones (JI Contracting)

PRESENT BY WEBEX: Chris Pottratz, Mayor Roberson, Lewis Anne Deputy, Mary Lou Timmons

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.

APPROVAL OF MEETING MINUTES

Ms. Schreiber asked for a motion to approve the December 10, 2024, Regular Meeting Minutes. Moved by Ms. Harris. Seconded by Mr. Roberts. Voice vote, all in favor. Motion approved.

NEW BUSINESS

ELECTION OF OFFICERS

Mr. Roberts made a motion to re-elect the existing officers to the same positions. Seconded by Mr. Brown. Voice vote carried with all in favor and non-opposed. Motion approved.

- Secretary: Ms. Dina Harris
- Vice President: Mr. Wes Steffen
- President: Ms. Sandra Schreiber

A. OPENING OF BIDS

Mr. Jacob Wolgamood addressed the commission stating we have one bid from Frankenberger Lawn Care for maintenance of City owner properties in the amount of \$5,860.00. Jacob will review packet to make sure all information is included and report back at the end of the meeting.

B. USE AGREEMENT FOR 515 HUG STREET

Mr. Adam Fann addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the access request and form of agreement attached to the resolution. Moved by Ms. Harris. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

C. PURCHASE AGREEMENT FOR 812 SOUTH MAIN STREET

Mr. Adam Fann addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the purchase agreement for 812 South Main Street and appropriate the sum of \$273,100 from Consolidated South Elkhart Economic Development/Redevelopment Area Allocation Area Special Fund. Moved by Mr. Roberts. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

E. PHASE I AND II APPROPRIATION

Mr. Adam Fann addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the employment of Heron Environmental, LLC to do the Phase One and Phase Two on 812 South Main Street and appropriate \$9,750 from Brownfield fund. Moved by Mr. Roberts. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

F. TAX SALE ACCEPTANCE

Mr. Adam Fann addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the form of joint resolution between the County and the City of Elkhart and to accept the transfer of the parcels listed on Exhibit A from the County. Moved by Mr. Roberts. Seconded by Ms. Harris. Voice vote, all in favor. Motion approved.

G. ROUNDHOUSE FENCE CONTRACT

Mr. Jacob Wolgamood addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the proposal in the form of contract as submitted and award the contract to Milestone Fence, LLC and appropriate the sum of \$30,000 from Downtown Allocation Area No. 1 Special fund. Moved by Ms. Harris. Seconded by Mr. Roberts. Voice vote, all in favor. Motion approved.

H. ICE MILLER BOND COUNSEL

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the employment of Ice Miller, LLP, to provide services outlined in the contract and approve the form and content of the contract. Moved by Ms. Harris. Seconded by Mr. Roberts. Voice vote, four in favor, one abstained. Motion approved.

I. WBK ENGINEERING ARCHITECTURE AND DESIGN SERVICES

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve amending the contract with WBK Engineering, Inc. to include the services outlined in their

proposal and authorize staff and officers to negotiate a final contract amendment form and officers to execute at such time as they find that complete and acceptable and appropriate \$100,000 from Consolidated South Elkhart Economic Development/Redevelopment Area Allocation Area Special Fund to cover the cost of those additional services. Moved by Ms. Harris. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

J. 142 STATE STREET RENOVATION PROJECT

Ms. Mary Kaczka addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the extension of time to complete the renovation project at 142 State Street to June 30, 2025. Moved by Mr. Roberts. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

K. WOODLAND CROSSING BUDGET FOR 2025

Ms. Mary Kaczka addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the 2025 CAM Budget as submitted. Moved by Mr. Roberts. Seconded by Ms. Harris. Voice vote, all in favor. Motion approved.

L. WOODLAND CROSSING LEASE GUARANTEE

Ms. Mary Kaczka addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the form of guarantee agreement as submitted as a basic form to be used on future lease guarantees at Woodland Crossing properties. Moved by Mr. Roberts. Seconded by Ms. Harris. Voice vote, all in favor. Motion approved.

M. WOODLAND CROSSING LEASE ADDENDUM FORM

Ms. Mary Kaczka addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the form of lease addendum as submitted as a basic form to be used for all future leases on the properties subject to such future revision as needed to satisfy market conditions. Moved by Ms. Harris. Seconded by Mr. Roberts. Voice vote, all in favor. Motion approved.

N. WOODLAND CROSSING LEASES

Ms. Mary Kaczka addressed the commission and answered questions. Ms. Schreiber asked for a motion to establish a two person executive committee consisting of the then serving President or Vice-President and Secretary of the Commission and authorizing them to negotiate, approve and execute future tenant leases that are consistent with and conform to standard forms of lease and addendum that have been approved by the Commission and which provide for rent not less than the prevailing commercial rental rate per square foot in effect at that time, subject to reasonable non material revisions to meet market conditions and approving the signature of one officer of the Commission on an approved lease in order to bind the landlord and sets the current prevailing commercial rental rate at \$12 per square foot as the minimum with the other province that if the rental rate should be negotiated at less than that commercial rental rate or any other material adverse economic duty of risk is placed on the landlord. Those items would have to come back to the Commission to be approved before the lease is finalized and signed. Moved by Ms. Harris. Seconded by Mr. Roberts. Voice vote, all in favor. Motion approved.

O. WOODLAND CROSSING REQUEST FOR QUOTE FOR 148-5 TENANT BUILD OUT

Ms. Mary Kaczka addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve issuance of a request for quote for a tenant buildout of 148-5 in Woodland Crossing. Moved by Mr. Roberts. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

P. WOODLAND CROSSING REQUEST FOR QUOTE FOR BIG LOTS INTERIOR DEMOLITION

Ms. Mary Kaczka addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve issuance of a request for quote for the Big Lots interior demolition and its restructuring work in Woodland Crossing. Moved by Mr. Steffen. Seconded by Mr. Brown. Voice vote, all in favor. Motion approved.

Q. CDBG AMENDED SUBRECIPIENT AGREEMENT FOR COUNCIL ON AGING

Ms. Mary Kaczka addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the amended subrecipient agreement with Council on Aging as described. Moved by Ms. Harris. Seconded by Mr. Roberts. Voice vote, all in favor. Motion approved.

R. AWARD BID FOR MAINTENANCE OF CITY OWNED PROPERTIES

Mr. Jacob Wolgamood addressed the commission and answered questions. Ms. Schreiber asked for a motion to accept the bid of Frankenberger Lawn Care to perform property maintenance of City owned properties in the amount of \$5,860 and to authorize the officers to execute the standard form of contract for that work consistent with the assessment of costs to the various TIFs as contained in the previous contract. Moved by Mr. Roberts. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

STAFF UPDATES

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

- **State Road 19**– Lights on south side of bridge are on and operational. Signs on the north side of the bridge should be operational in the next couple of weeks
- **Freight Street** – Demo should be starting in the next couple of weeks weather permitting.
- **Conn Remediation**– Still working through and waiting on the excavation specs to be finalized and then submitted. Work will begin in the spring.
- **Windsor Sidewalk** – Will be bringing an RFQ to be released for sidewalk work in the Cassopolis TIF
- **New Chief of Staff** – Mr. Mike Huber introduced Megan Erwin, the City's new Chief of Staff in the Mayor's Office
- **Gerry Roberts Last Commission Meeting** – Mr. Mike Huber thanked Gerry for his service to the City, his guidance and his good questions along the way. He will be missed.

OTHER BUSINESS

Ms. Schreiber asked for a motion to approve the Warrick and Boyn invoice in the sum of \$17,466.02. 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 was present for public comment.

ADJOURNMENT

There being no further discussion, Ms. Schreiber asked for a motion to adjourn the meeting. Moved by Mr. Steffen. Seconded by Mr. Roberts. Voice vote, all in favor. Motion approved. The meeting adjourned at 4:45 p.m.



Sandra Schreiber, President



City of Elkhart
Redevelopment Commission

Elkhart Redevelopment Commission
Pre-Agenda Meeting Summary
For January 10, 2025

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

PRESENT BY WEBEX: Chris Pottratz, Willie Brown, Mayor Roberson

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 January 14, 2025.