



AGENDA FOR ELKHART REDEVELOPMENT COMMISSION MEETING
MUNICIPAL BUILDING (2ND FLOOR), COUNCIL CHAMBERS
TUESDAY, MAY 13, 2025 at 4:00 P.M.

THIS MEETING WILL BE HELD IN-PERSON & ELECTRONICALLY VIA WEBEX

To join, go

<https://signin.webex.com/join>

enter 2319 619 9462 as the event number and RDC5 as the event password.

To join by phone, call 1-415-655-0001, enter 2319 619 9462##

*Press *6 to unmute telephone*

Comments and questions may be submitted via the WebEx app during the meeting or may be submitted to adam.fann@coei.org prior to the meeting.

1. Call to Order
2. Approval of Minutes
 - April 8, 2025, Regular Meeting Minutes
 - April 29, 2025, Special Meeting Minutes
3. New Business
 - a) Open Bids
 - b) Public Hearing Allocation Area 7
 - c) Public Hearing Allocation Area 8
 - d) 234 St. Joe Offer Acceptance

- e) **River Greenway behind York Woods Apartments**
 - Approve Riverwalk repair project and appropriate \$55,000 from Downtown Allocation Area No. 1 Special Fund to cover the cost of repairs.
- f) **Woodland Crossing Demo Contract**
 - Award demo bid to Ancon Construction and appropriate \$148,917 from the Woodland Crossing Operations Fund to cover the cost of demolition.
- g) **Woodland Crossing Cressy Property Management Agreement**
 - Approve Cressy Commercial Real Estate, LLC contract for property management services.
- h) **Woodland Crossing 2025 NEVO Proposal 2025**
 - Approve amendments to WBK Engineering, Inc. contract for services outlined in proposal and appropriate \$100,000 from Consolidated South Elkhart Economic Development/Redevelopment Allocation Area Special Fund to cover the cost of additional services.

4. **Staff Updates**

5. **Other Business**

a) Warrick and Boyn Invoice

b) TIF Report

9. **Public Comment**

10. **Adjournment**



REGULAR MEETING
ELKHART REDEVELOPMENT COMMISSION
LOCATION: CITY HALL, 2ND. FLOOR, COUNCIL CHAMBERS
Tuesday, April 8, 2025
4:00 p.m.

PRESENT: Sandi Schreiber, Wes Steffen, Willie Brown, Luke Lefever, Gary Boyn, Sherry Weber (Recording Secretary), Mike Huber, Jacob Wolgamood, and Drew Wynes

PRESENT BY WEBEX: Chris Pottratz and Lewis Anne Deputy

CALL TO ORDER

This meeting was held in-person, telephonically, and virtually through WEBEX. The meeting was called to order at 4:01 p.m. by Ms. Schreiber, President.

APPROVAL OF MEETING MINUTES

Ms. Schreiber asked for a motion to approve the March 11, 2025, Regular Meeting Minutes. Moved by Mr. Brown. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

NEW BUSINESS

A. OPENING OF BIDS

Mr. Wolgamood addressed the commission stating there are no bids to open.

B. RESIDENTIAL HOUSING DEVELOPMENT PROGRAM PUBLIC HEARING

Ms. Schreiber opened the public hearing for the residential housing development program. Mr. Mike Huber addressed the commission and answered questions. With no comments or questions from the public, Ms. Schreiber closed the public hearing.

C. BOULDER RUN DECLARATORY RESOLUTION

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to adopt the resolution as presented which designates and declares the Boulder Run Economic Development Area, creates the area, proves an economic development area of residential

housing development program and plan, and establishes the allocation areas for the purpose of tax increment financing all is set forth in the resolution. Moved by Mr. Brown. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

D. GARRISON FRAZIER REVISED DEVELOPMENT AGREEMENT

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the sale of the real estate described in the development agreement at a not to exceed price of \$750,000 and approve the terms and conditions of the agreement as attached, authorizing the president, and in her absence the vice-president, to approve any revision deemed appropriate that are consistent with the intent of the parties authorizing the execution of the agreement. Moved by Mr. Lefever. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

E. AWARD EAST WINDSOR AVE AND CASSOPOLIS ST PEDESTRIAN ACCESS AND LIGHTING DESIGN AND ENGINEERING PROJECT BID

Mr. Jacob Wolgamood addressed the commission and answered questions. Ms. Schreiber asked for a motion to award the contract to Dancer, Harner and Associates, Inc. at a not to exceed fee of \$66,800, approve the final contract forms attached, authorize for execution and appropriate \$66,800 from Cassopolis Corridor Economic Development Area Allocation Area Special fund. Moved by Mr. Steffen. Seconded by Mr. Brown. Voice vote, all in favor. Motion approved.

F. 420 SOUTH SECOND ST ELECTRICAL REPAIR INVOICE

Mr. Jacob Wolgamood addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the electrical repairs performed at the property (420 South Second Street) by Herrman & Goetz, Inc. (H&G) at the cost of \$2,092.08 and appropriate that sum from the Downtown Allocation Area Number One Special Fund. Moved by Mr. Steffen. Seconded by Mr. Brown. Voice vote, all in favor. Motion approved.

G. 230 POTTAWATTOMI USE PERMISSION

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the request for access to the property designated on the agreement, approve the form of agreement, and authorize its execution for the purpose of having a garden at 230 Pottawattomi Drive. Moved by Mr. Brown. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

H. BAKER TILLY SERVICE AGREEMENTS

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the employment of Baker Tilly Municipal Advisors, LLC, to provide the services described in the three agreements, approve the form and content of the agreements and all attachments there to, all to be paid in accordance with the fee arrangements specified in the agreements from bond proceeds. Moved by Mr. Steffen. Seconded by Mr. Brown. Voice vote, all in favor. Motion approved.

I. MIKE KEEN LEASE AGREEMENT EXTENSION

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to ratify and approve the extension of the listing contract for an initial six-month term to expire on October 31, 2025, and approve the addendum submitted. Moved by Mr. Steffen. Seconded by Mr. Brown. Voice vote, all in favor. Motion approved.

J. WOODLAND CROSSING SURVEY SERVICES FROM JPR

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the employment of Jones Petrie Rafinski Corp. (JPR) to provide the services set forth in the proposal and appropriate \$34,000 from Consolidated South Elkhart Economic Development/Redevelopment Area Allocation Special Fund to pay for those services. Moved by Mr. Lefever. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

K. LIFELINE YOUTH MINISTRIES ACCESS AGREEMENT FOR WOODLAND CROSSING (154 W HIVELY)

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the request of Lifeline to access the property at 154 West Hively (Woodland Crossing) as set forth in the attached agreement and approve the form and content of that agreement. Moved by Mr. Brown. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

L. WOODLAND CROSSING CAM AMENDED BUDGET FOR 2025

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the amended 2025 CAM budget for Woodland Crossing. Moved by Mr. Steffen. Seconded by Mr. Brown. Voice vote, all in favor. Motion approved.

M. WOODLAND CROSSING RFQ FOR BIG LOTS ASBESTOS REMOVAL AND SPACE DEMOLITION

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to authorize the release of requests for quotes for the Big Lots asbestos removal and interior demolition work. Moved by Mr. Brown. Seconded by Mr. Lefever. Voice vote, all in favor. Motion approved.

STAFF UPDATES

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

- **Allocation Area 7 and Allocation Area 8** – The Planning Commission and City Council adopted and affirmed the Redevelopment Commission's declaratory resolutions related to Allocation Area 7 and Allocation Area 8 and the amendment to the Downtown and Cassopolis Street plans to create the flexibility to do structured and surface parking improvements in those two districts.

OTHER BUSINESS

Ms. Schreiber asked for a motion to approve the Warrick and Boyn invoice for the sum of \$25,990.41. Moved by Mr. Brown. Seconded by Mr. Lefever. Voice vote, all in favor. Motion approved.

The commissioners have the TIF Report.

PUBLIC COMMENT

No public was present to address the commission.

ADJOURNMENT

There being no further discussion, Ms. Schreiber asked for a motion to adjourn the meeting. Moved by Mr. Steffen. Seconded by Mr. Brown. Voice vote, all in favor. Motion approved. The meeting adjourned at 4:27 p.m.

Sandra Schreiber, President



City of Elkhart
Redevelopment Commission

Elkhart Redevelopment Commission
Pre-Agenda Meeting Summary
For April 4, 2025

PRESENT: Sandi Schreiber, Gary Boyn, Dina Harris, Willie Brown, Wes Steffen, Mike Huber, Sherry Weber, Jacob Wolgamood, Mary Kaczka, Hollie Carlson, and Drew Wynes

PRESENT BY WEBEX: Chris Pottratz

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 April 8, 2025.



City of Elkhart
Redevelopment Commission

SPECIAL MEETING
ELKHART REDEVELOPMENT COMMISSION
LOCATION: ANNEX BUILDING CONFERENCE ROOM
Tuesday, April 29, 2025
4:00 p.m.

PRESENT: Dina Harris, Sandi Schreiber, Wes Steffen, Luke Lefever, Gary Boyn, Sherry Weber (Recording Secretary), Mike Huber, Adam Fann, Jacob Wolgamood, Mary Kaczke and Joshua Hofer

CALL TO ORDER

This meeting was held in-person, telephonically, and virtually through WEBEX. The meeting was called to order at 4:06 p.m. by Ms. Schreiber, President.

NEW BUSINESS

A. BIG LOTS ASBESTOS REMOVAL PROPOSAL

Ms. Mary Kaczka addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve Specialty Systems of South Bend, Inc. proposal for asbestos removal at Woodland Crossing and appropriate \$98,670 from the Woodland Crossing Operating fund to cover these services. Moved by Mr. Steffen. Seconded by Ms. Harris. Voice vote, all in favor. Motion approved.

PUBLIC COMMENT

No public was present to address the commission.

ADJOURNMENT

There being no further discussion, Ms. Schreiber asked for a motion to adjourn the meeting. Moved by Mr. Steffen. Seconded by Mr. Lefever. Voice vote, all in favor. Motion approved. The meeting adjourned at 4:14 p.m.

Sandra Schreiber, President

RESOLUTION NO. 25-R-_____

A RESOLUTION OF THE REDEVELOPMENT COMMISSION OF THE CITY OF ELKHART, INDIANA, APPROPRIATING FUNDS FOR RIVERWALK REPAIRS

WHEREAS, the Commission desires to replace a portion of the Riverwalk concrete path as shown on the attached drawing at an estimated cost of \$46,160 (the "Project"); and

WHEREAS, the staff has recommended an appropriation of \$55,000 be approved to fund the Project, which includes a contingency to cover unexpected costs, to enable Development Services and the Board of Public Works to schedule the work; and

Whereas, the Commission believes it will be in the best interest of the citizens of Elkhart and of the Downtown Urban Renewal Area to appropriate the funds necessary to complete the Project.

NOW, THEREFORE, BE IT RESOLVED:

1. The Commission hereby approves the Project and appropriates the sum of \$55,000.00 from the Downtown Allocation Area No. 1 Special Fund to cover the cost of the repairs.
2. The Board of Public Works is requested and authorized to manage the Project on behalf of the Commission with the assistance of City Development Services and the Engineering Department.
3. The appropriation shall continue until the completion of the Project. Any surplus shall be credited to the proper fund as provided by law.

ADOPTED by majority vote of the Redevelopment Commission at a public meeting held on the 13th day of May 2025.

ELKHART REDEVELOPMENT COMMISSION

BY _____
Sandra Schreiber, President

ATTEST:

By: _____
Dina Harris, Secretary

Memo

To: Redevelopment Commission Members
From: Jacob Wolgamood
Date: 4/29/2025
Re: River Greenway Repair

Development Services is requesting permission to fund repairs to a section of the River Greenway located adjacent to York Woods apartments and the Elkhart River.

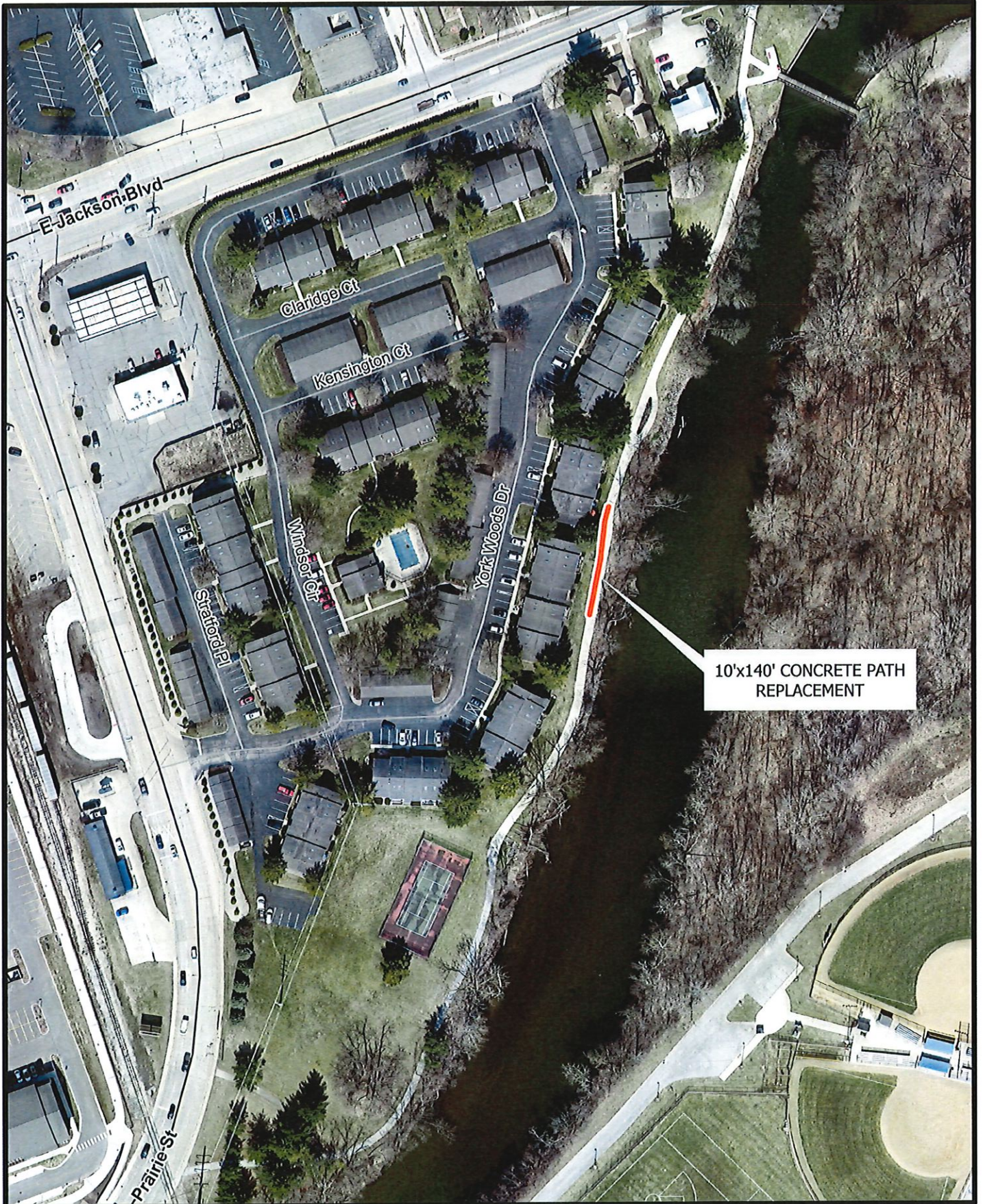
A representative from York Woods contacted the city's Buildings and Grounds department about a section of the trail that has experienced extensive damage and is becoming unsafe. The 10' wide by 140' long concrete section has been an issue for a few years due to its location along the bank of the Elkhart River and the construction techniques used.

The Engineering Department at Public Works has provided a construction plan and a cost estimate to repair the damaged section with reinforced steel and thickened concrete sections. The cost estimate for construction is \$46,160.

We are requesting the Redevelopment Commission allow Development Services to partner with Public Works to fund repairs to the River Greenway. The city's Engineering Department will oversee all construction activities. Costs for construction to be allocated from the Downtown TIF.



CONCRETE PATH REPLACEMENT



CITY OF ELKHART						
Yorkwoods Concrete Path Replacement						
ITEMIZED PROPOSAL						
ON-CALL CONSTRUCTION BID ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT COST	TOTAL COST	
2. B-1.	Full Depth Pavement Removal	156	SY	\$105.00	\$16,380.00	
3. A-1.	6"x18" Straight Curb (Thickened edge, one side)	140	LF	\$40.00	\$5,600.00	
4. B-3.	6" Concrete Pavement	156	SY	\$155.00	\$24,180.00	
					\$46,160.00	

TOTAL = \$46,160

RESOLUTION NO. 25-R-_____

RESOLUTION OF THE REDEVELOPMENT COMMISSION OF THE CITY OF ELKHART, INDIANA, AWARDING BID AND APPROVING CONTRACT FOR DEMOLITION SERVICES

Whereas, The Commission owns the real estate 224 W. Hively in the City of Elkhart formerly occupied by Big Lots (the "Real Estate") and has received quotes for the demolition of certain improvements located thereon; and

Whereas, Staff has determined that the lowest and most responsive bid was submitted by Ancon Construction ("Ancon") and has recommended that bid be accepted and the Contract for Demolition (the "Contract") be awarded to Ancon; and

Whereas, the Commission believes it is in the best interest of the City and its inhabitants that the Contract be awarded as proposed, and the funds appropriated to pay the cost of the services.

NOW THEREFORE, BE IT RESOLVED:

1. The Commission awards the Contract to Ancon to perform the demolition services on the Real Estate at a cost of \$148,917.00 in accordance with the Proposal attached hereto.
2. The Commission appropriates the sum of \$148,917.00 from the Woodland Crossing Operations Fund to cover the cost of the demolition services.
3. The Officers of the Commission are authorized and directed to execute and deliver the Contract for Demolition Services and such other Agreements as they deem necessary and appropriate in furtherance of this Resolution.

ADOPTED BY MAJORITY VOTE THIS 13th DAY OF May 2025.

CITY OF ELKHART, REDEVELOPMENT
COMMISSION

By _____
Sandra Schreiber, Vice President

ATTEST:

By _____
Dina Harris, Secretary

Rod Roberson
Mayor

Michael Huber
Director of Development Services



Development Services
Community Development
Economic Development
Planning Services
Redevelopment
229 S. Second St.
Elkhart, IN 46516
574.294.5471
Fax: 574.295.7501

Warrick & Boyn

April 2025

Invoice

Total Current

Work

\$27,894.72



City of Elkhart

City of Elkhart

Treasurers Report Summary

Date Range: 01/01/2025 - 03/31/2025

Fund	Beginning Cash Balance	Revenues	Expenses	Net Change Assets	Net Change Liabilities	Calculated Ending Balance	Actual Ending Balance	Calculated - Actual Ending
2552 - REDEVELOPMENT	60,166.62	4,671.49	0.00	0.00	0.00	64,838.11	64,838.11	0.00
4445 - TIF DOWNTOWN ALLOCATION	6,011,171.42	0.00	1,081,418.81	0.00	0.00	4,929,752.61	4,929,752.61	0.00
4446 - TIF ALLOCATION PIERRE MOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4447 - TIF SOUTHWEST ALLOCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4448 - TIF AEROPLEX ALLOCATION	2,533,485.49	0.00	426.41	0.00	0.00	2,533,059.08	2,533,059.08	0.00
4449 - TIF ALLOCATION STERLING E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4450 - TIF ALLOCATION CASS ST AR	14,568,408.12	0.00	1,164,010.14	0.00	0.00	13,404,397.98	13,404,397.98	0.00
4451 - TIF BAYER/TECH PARK ALLOC	1,121,149.52	0.00	2,037.51	0.00	0.00	1,119,112.01	1,119,112.01	0.00
4452 - TIF ALLOCATION S.MAIN GAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4453 - TIF CONSOLIDATED S ALLOCA	5,115,209.67	0.00	474,388.82	0.00	0.00	4,640,820.85	4,640,820.85	0.00
4692 - TIF DOWNTOWN CAPITAL	68,478.32	0.00	0.00	0.00	0.00	68,478.32	68,478.32	0.00
Report Total:	29,478,069.16	4,671.49	2,722,281.69	0.00	0.00	26,760,458.96	26,760,458.96	0.00