



REGULAR MEETING
ELKHART REDEVELOPMENT COMMISSION
LOCATION: CITY HALL, 2ND. FLOOR, COUNCIL CHAMBERS
Tuesday, March 11, 2025
4:00 p.m.

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

PRESENT BY WEBEX: Chris Pottratz, Mary Lou Timmons, and Mayor Roberson

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 February 11, 2025, Regular Meeting Minutes. Moved by Mr. Steffen. Seconded by Ms. Harris. Voice vote, all in favor. Motion approved.

NEW BUSINESS

A. OPENING OF BIDS

Mr. Wolgamood addressed the commission and opened bids for the Windsor and Cassopolis pedestrian access and lightening project. First quote is from DHA, Danch Harner and Associates for \$66,800. Second quote is from Jones Petrie Rafinski (JPR) for \$82,500. Mr. Wolgamood would like to review the proposals (quotes) and report back to the commission at the next meeting.

Mr. Fann addressed the commission and opened quotes for contract services for environmental and appraisal services. Appraisal services quotes received from Allied Appraisal Services, Appraisal Services, Iverson Grove and Carnine. Environmental services quotes received from Patriot Engineering, Heron Environmental, Jones Petrie Rafinski (JPR), Stantec, Roberts Environmental

Services and Keramida. We will put contracts in place for the firms that responded to the solicitation for environmental and appraisal services and use them on a revolving basis.

B. 121 FRANKLIN PARKING LOT USE

Mr. Adam Fann addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the access agreement for 121 Franklin parking lot use as attached to the resolution and authorizing signature. Moved by Ms. Harris. Seconded by Mr. Brown. Voice vote, all in favor. Motion approved.

C. AUTHORIZING OFFERS ON REAL ESTATE

Mr. Adam Fann addressed the commission and answered questions. Ms. Schreiber asked for a motion to direct staff to cause to be delivered to the owners and offer to purchase the property at the prices listed on the attached list and authorize negotiation with any willing seller with the final agreement to be brought back to the commission for approval at a public meeting on the understanding that no offering price can be exceeded or agreed to without that being considered by the commission in advance of the public meeting and approved. Moved by Mr. Brown. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

D. DOWNTOWN & CASSOPOLIS AREA PLAN AMENDMENT

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the 2025 amendment to the Downtown Urban Renewal Area plan and the Cassopolis Street Corridor Development plan which is set forth in the proposed resolution that indicates a goal of both of those plans would be to support parking lot and parking garage projects, not only in their areas, but throughout the city that will utilize hotels, motels, stores, restaurants, shops and businesses favorably and impact the economic growth of the areas and the City. Moved by Mr. Lefever. Seconded by Ms. Harris. Voice vote, four in favor, one abstain. Motion approved.

E. YORK STREET VACANT LOT

Mr. Adam Fann addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the York Street vacant lot side yard use agreement as submitted to the commission. Moved by Ms. Harris. Seconded by Mr. Brown. Voice vote, all in favor. Motion approved.

F. ANNUAL REPORT

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the 2024 Redevelopment Annual Report and authorize its issuance to the Mayor, Common Council, Department of Local Government Finance and other appropriate bodies. Moved by Mr. Brown. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

G. ON CALL ENGINEERING SERVICES CONTRACT

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the form and content of the agreement and authorize the employment of DLZ to perform the services described therein. Moved by Ms. Harris. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

H. DOWNTOWN ALLOCATION AREA 7 DECLARATORY

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to amend the declaratory resolution and plan of Downtown Urban Renewal Area Number One in order to carve out the property described on the resolution and create on that property a new tax allocation area being tax allocation area number seven. Moved by Ms. Harris. Seconded by Mr. Lefever. Voice vote, four in favor, one abstain. Motion approved.

I. GARRISON FRAZIER PROJECT – TIF AREA 8

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the amendment of the Downtown Urban Renewal Area and temporary Number One plan to carve out the property described on the resolution in the South Main Area and Freight Street to create a new allocation area number eight and to take appropriate steps to fund and approve the project that is to be constructed on those properties. Moved by Mr. Brown. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

J. BAKER TILLY ENGAGEMENT LETTER

Mr. Mike Huber addressed the commission and answered questions. Ms. Schreiber asked for a motion to approve the January 28, 2025 engagement letter with Baker Tilly Advisory Group, LLP. Moved by Mr. Steffen. Seconded by Mr. Lefever. 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** – Work will begin again shortly.

OTHER BUSINESS

Ms. Schreiber asked for a motion to approve the Warrick and Boyn invoice in the sum of \$37,438.79. Moved by Mr. Lefever. Seconded by Mr. Steffen. Voice vote, all in favor. Motion approved.

The commissioners have the TIF Report.

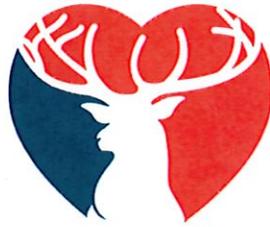
PUBLIC COMMENT

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 Ms. Harris. 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 March 6, 2025

PRESENT: Luke Lefever, Sandi Schreiber, Gary Boyn, Dina Harris, Mike Huber, Adam Fann, Sherry Weber, Jacob Wolgamood, Mary Kaczka, Hollie Carlson, Drew Wynes, and Mark Troyer

PRESENT BY WEBEX: Chris Pottratz and Willie 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 March 11, 2025.