



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

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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

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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

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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

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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.