



MEETING AGENDA
June 25, 2020

Time: 4:00 pm

Location: **Portage Police Station, 6260 Central Avenue**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes:
 - 4.1 Regular meeting of May 28, 2020
 - 4.2 Special meeting of June 11, 2020
5. Payment of Claims: June 2020
6. Staff Reports:
7. Old Business:
 - 7.1 Landscaping proposals
8. New Business:
 - 8.1 2020 RDC amended budget
 - 8.2 Garyton School – Redevelopment Plan proposal
9. Any other business the Commission deems necessary
10. Adjournment

Next Scheduled Meeting:
July 23, 2020 - 4:00 pm @ Portage Police Department

President

Sue I. Lynch
Mayor

Vice President

Colin Czilli
Councilperson

Secretary

Greg Lach

Members

William Fekete

Ralph Mundt

School Board Liaison

Dr. Shaunna Finley

Director

A.J. Monroe

Legal

Dan Whitten

Recording Secretary

Lynn Reed

City Hall
6070 Central Avenue
Portage, IN 46368

219-762-5425

ACCOMODATIONS

Contact the Mayor's Office
@ 219-762-5425 if you require
information regarding building
accessibility or reasonable
accommodations.



CITY OF PORTAGE
**REDEVELOPMENT
COMMISSION**

REGULAR MEETING
May 28, 2020

Mayor Lynch called the Redevelopment Commission (RDC) meeting to order at 4:00 pm.

Commissioners Present: Mr. Greg Lach, Mr. Colin Czilli, Mr. William Fekete, Mr. Ralph Mundt, School Board Liaison Dr. Shaunna Finley, and Mayor Sue Lynch
Commissioners Absent:

APPROVAL OF MINUTES:

Mr. Czilli made a motion to approve the minutes from the regular meeting of April 23, 2020. Mr. Fekete seconded the motion.

5 yes 0 nays

APPROVAL OF CLAIMS:

Mr. Fekete made a motion to approve the claims presented to the RDC for May 2020. Mr. Mundt seconded the motion.

5 yes 0 nays

STAFF REPORTS:

Mr. Monroe advised of the department's on-going effort to build files pertaining to properties owned by the RDC. He also advised that he would like to see a line item added to the TIF area (fund 407) budget for real estate/marketing as a professional service.

Mr. Monroe advised that he has entered into discussion with several community leaders as well as staff concerning the best use of the Garyton School building, Vandalism and maintenance have become issues and he hopes that the RDC will consider re-purposing the building as opposed to demolishing it.

OLD BUSINESS:

NEW BUSINESS:

Mr. Monroe presented an agreement with McColly-Bennett for the listing of parcel A located at the southwest corner of Willowcreek and Burns Parkway and parcel E located at the southeast corner of Willowcreek and Burns Parkway. Mayor Lynch entertained a motion to approve the agreement contingent upon legal review. Mr. Lach so moved. Mr. Czilli seconded the motion.

5 yes 0 nays

Discussion was held regarding 5400-5500 Melton that the RDC recently sold. Mr. Lach advised that he saw a for sale sign posted on the property. Mr. Monroe advised that he would contact the owner regarding the matter. A question was asked pertaining to the demolition of the building that is on the property. Attorney Whitten stated that part of sales agreement was that the building was to be

President

Sue I. Lynch
Mayor

Vice President

Colin Czilli
Councilperson

Secretary

Greg Lach

Members

William Fekete

Ralph Mundt

School Board Liaison

Dr. Shaunna Finley

Director

A.J. Monroe

Legal

Dan Whitten

Recording Secretary

Lynn Reed

City Hall
6070 Central Avenue
Portage, IN 46368
219-762-5425



demolished. He advised that he would look into the situation and report back to the RDC.

Mr. Monroe discussed the issues Garyton School. There have been many incidents of vandalism, window breakage, and theft. He would like to see electric service restored to the building in order to provide interior and exterior lights in an effort to curb such activity. Project Manager, Sandra Kolb advised that three (3) quotes were received for providing electrical service to Garyton School. They are as follows:

1. Emcore Hyre Electric \$28,000.00
2. Continental Electric \$39,867.00
3. H & T Electrical Svcs. \$18,890.00

Mr. Monroe advised that a site visit was conducted on May 19, 2020 and a full description of the project was provided. Mayor Lynch entertained a motion to accept the quote from H & T Electrical Services contingent upon legal review. Mr. Lach so moved. Mr. Czilli seconded the motion.

5 yes 0 nays

Mr. Monroe advised that no one submitted quotes for glazing/window repair at Garyton School. Mr. Lach asked if the small purchase policy could be used to move forward with the repairs. Attorney Whitten said if the cost was under \$25,000.00, the repairs could be completed contingent on legal review of the contract. Mayor Lynch entertained a motion for staff to pursue repairs under the small purchase policy. Mr. Fekete so moved. Mr. Mundt seconded the motion.

5 yes 0 nays

Mr. Monroe presented an agreement with Ameresco to update the environmental study that was done by Portage Township Schools in 2016. The cost of the study would be \$4,450.00. Mayor Lynch entertained a motion to approve the agreement with Ameresco contingent on legal review. Mr. Lach so moved. Mr. Mundt seconded the motion.

5 yes 0 nays

OTHER BUSINESS:

Mr. Monroe advised that the sale of property on Melton Road will allow the general fund to repay the temp loan from the TIF fund made earlier this year. He also advised that he would be submitting a revised budget so that some unfunded or underfunded concerns could be addressed. One such item is the landscaping contract for 2020. He requested a special meeting be called on June 11, 2020 at 4:00 pm to receive quotes for landscaping services. Mayor Lynch entertained a motion to hold a special meeting for the purpose of receiving landscaping quotes. Mr. Fekete so moved. Mr. Mundt seconded the motion.

5 yes 0 nay

Mr. Monroe thanked the RDC for supporting the re-use instead of demolition of Garyton School. He believes this to be a positive way to re-invest in our community. Several ideas have been suggested for the use of a re-purposed building, making it a special place within our community.

There being no further business to come before the Commission, Mr. Lach made a motion to adjourn. Mr. Czilli seconded the motion.

5 yes 0 nays



CITY OF PORTAGE
**REDEVELOPMENT
 COMMISSION**

SPECIAL MEETING
 June 11.2020

Mayor Lynch called the Redevelopment Commission (RDC) meeting to order at 4:00 pm.

Commissioners Present: Mr. Greg Lach, Mr. Colin Czilli, Mr. William Fekete, Mr. Ralph Mundt, School Board Liaison Dr. Shaunna Finley, and Mayor Sue Lynch

Commissioners Absent:

APPROVAL OF MINUTES:

APPROVAL OF CLAIMS:

STAFF REPORTS:

OLD BUSINESS:

NEW BUSINESS:

Project Manager, Sandra Kolb advised that two (2) quotes were received for Crisman Road planter box and median landscaping. They are as follows:

1. Allen's Lawn Care \$7,900.0
2. Lakeshore Landscaping \$46,712.76

Questions were asked pertaining to the large difference between the quotes received. Mrs. Kolb advised that each contractor was provided a list of the types of plants to be used and other maintenance needs, such as weeding and mulch. All commissioners agreed on the need to maintain the landscaping throughout the city but felt more time was needed to review the quotes. Mayor Lynch entertained a motion to take the quotes under advisement. Mr. Czilli so moved. Mr. Mundt seconded the motion.

5 yes 0 nays

OTHER BUSINESS:

There being no further business to come before the Commission, Mc. Czilli made a motion to adjourn. Mr. Mundt seconded the motion.

5 yes 0 nays

 Sue Lynch, Mayor

 Lynn Reed, Recording Secretary

President

Sue I. Lynch
 Mayor

Vice President

Colin Czilli
 Councilperson

Secretary

Greg Lach

Members

William Fekete

Ralph Mundt

School Board Liaison

Dr. Shaunna Finley

Director

A.J. Monroe

Legal

Dan Whitten

Recording Secretary

Lynn Reed

City Hall
 6070 Central Avenue
 Portage, IN 46368
 219-762-5425



REDEVELOPMENT COMMISSION
June 25, 2020

APPROPRIATION	VEN #	VENDOR NAME	DESCRIPTION	INVOICE DATE	INVOICE #	EXPENDED
GENERAL FUND						
406-400-311	2604	Darque Syde of D'Lyte	5/20 live streaming of meeting	5/30/2020	RED0520	\$ 250.00
406-400-311	142	Abonmarche	General engineering svcs	6/2/2020	130735	\$ 941.75
406-400-341	1930	Samuelson Insurance	Liability on vacant buildings	5/27/2020	26574	\$ 2,663.98
406-400-351	* 1449	NIPSCO	Svc thru 5/28/20 - Lot/Lkft/Ameiplx	5/28/2020	8760710011	\$ 1,046.45
406-400-351	* 1449	NIPSCO	Svc thru 4/29/20 - OAP	5/28/2020	1371960075	\$ 609.42
406-400-351	* 1449	NIPSCO	Svc thru 4/21/20 - Garyton	5/19/2020	5597080021	\$ 47.12
406-400-352	* 1440	Indiana American Water	Svc thru 6/5/20 - FS	MISC	MISC	\$ 439.01
406-400-353	* 1606	Portage Utility Svc Bd	6/20 fees	6/1/2020	MISC	\$ 686.93
406-400-391	2227	Whitten & Whitten	5/20 fees	6/8/2020	#5REC	\$ 1,120.00
406-400-391	345	Cender & Co	Fees thru 5/31/20	6/18/2020	8120	\$ 510.00
						<u>\$ 8,314.66</u>
NIRPC/FORUM						
406-400-387.311	* 812	Holladay Properties	6/20 Management fee	6/1/2020	47558	\$ 833.00
406-400-387.311	* 812	Holladay Properties	4/27/20 - 5/14/20 Maintenance	5/31/2020	49060	\$ 2,133.50
406-400-387.311	* 812	Holladay Properties	5/20 landscaping svcs	5/30/2020	49002	\$ 460.00
406-400-387.312	143	Comcast	Svc thru 7/1/20	5/25/2020	431095	\$ 259.64
406-400-387.321	605	Frontier	Alarm system phone thru 6/27/20	5/28/2020	764-1021	\$ 70.65
406-400-387.351	* 1449	NIPSCO	Svc thru 5/27/20	5/27/2020	5252960064	\$ 1,533.02
406-400-387.352	* 1440	Indiana American Water	Svc thru 6/8/20/20	6/10/2020	5150780	\$ 193.02
406-400-387.353	* 1606	Portage Utility Svc Bd	6/20 fee	6/1/2020	3 02610 00	\$ 1,053.16
406-400-387.361	234	B & T Cleaning	5/20 Cleaning svc	5/26/2020	3775	\$ 480.00
406-400-387.361	1841	Rose Pest Control	Pest control	5/31/2020	165902C	\$ 49.00
406-400-387.361	1132	Koorsen Fire & Security	Qrtly monitoring thru 9/30/20	6/1/2020	5121273	\$ 146.16
						<u>\$ 7,211.15</u>
GENERAL FUND TOTAL						\$ 15,525.81

APPROPRIATION	VEN #	VENDOR NAME	DESCRIPTION	INVOICE DATE	INVOICE #	EXPENDED
ALLOCATION AREA						
407-410-379	* 2101	US Bank	Princ/Int Bond series 2013 (Fronius)	5/25/2020	1603063	\$ 208,000.00
407-410-379.001	* 2101	US Bank	Princ/Int Bond series 2016 (Founder's)	5/27/2020	1537982	\$ 172,745.00
407-410-381	* 2042	Bank of New York	Princ/Int Bond series 2010 (UC)	6/11/2020	PORTAGERZ10	\$ 305,575.00
407-410-381	* 2042	Bank of New York	Princ/Int Bond series 2013 (MVH)	6/10/2020	PORTAGERD13	\$ 251,437.50
407-410-381	* 2042	Bank of New York	PPD/PFD Lease series 2015	5/6/2020	PORTAGERD15	\$ 275,000.00
407-410-381	* 2042	Bank of New York	Princ/Int Bond series 2015 (refi 2006 Ameriplex)	6/10/2020	PORTAGERDC15	\$ 572,028.13
407-410-381	* 2064	Bank of New York	Princ/Int Bond series 2017B (refi 2008)	5/15/2020	PORTAGRDC17B	\$ 447,775.00
407-410-381	* 2064	Bank of New York	Interest Bond series 2014 (refi 2005)	5/15/2020	PORTREF14	\$ 4,950.00
407-410-382.002	443	DLZ	Svc thru 3/20/20 - Const Eng/WC	5/27/2020	702061 (3)	\$ 8,293.75
407-410-392	114	American Structurepoint	Poplar extension thru 1/31/20	2/27/2020	125266	\$ 678.75
407-410-394	1974	S E H	Svc thru 5/31/20 - MGT	6/12/2020	103644	\$ 251.30
ALLOCATION AREA TOTAL						\$ 2,246,734.43

TOTAL ALL FUNDS **\$ 2,262,260.24**