



REGULAR MEETING
March 28, 2019

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

Members Present: Commissioners Mr. Steve Nelson, Mr. Greg Lach, and Mr. Jim Thompson, Mr. Oprisko, and Mayor John Cannon

Members Absent:

Mr. Oprisko made a motion to approve the minutes from the regular meeting of February 28, 2019. Mr. Nelson seconded the motion.
5 yes 0 nays

Mr. Nelson made a motion to approve the claims presented to the RDC for March 2019. Mr. Lach asked Mr. Highlands to explain the payment to the Town of Highland. Mr. Highlands advised that this was for the interlocal government agreement previously approved for trail signage. Mr. Lach also asked about the payment to Capital Assets. Mayor Cannon advised that staff would be evaluating the services received and at present, would continue the contract on a month to month basis. Mr. Lach seconded the motion.
4 yes 1 nay (Oprisko)

STAFF REPORTS:

Colin Highlands

- Advised that before each meeting, he will submit a working budget for review. Pertaining to the one submitted for this meeting, he advised that \$250,000.00 was added for Crisman Road paving
- Advised that certain RDC invoices paid in the past will be given to the City for payment, i.e. annual fireworks, holiday lighting, luncheons, prayer breakfast, awards, and sympathy arrangements.
- Advised that a meeting was held with financial advisor Karl Cender concerning the use of funds remaining in old bond issues.

OLD BUSINESS:

NEW BUSINESS:

- Mayor Cannon entertained a motion to approve the appointment of Jim Thompson as RDC Secretary. Mr. Oprisko so moved. Mr. Lach seconded the motion
5 yes 0 nays
- Mayor Cannon entertained a motion to approve the working budget for 2019. Mr. Oprisko so moved. Mr. Nelson seconded the motion.
5 yes 0 nays

President

John Cannon
Mayor

Vice President

Greg Lach
ZE Design

Secretary

Jim Thompson
Resident

Members

Mark Oprisko
City Councilperson

Steven A. Nelson
Superintendent of Streets

Staff

Colin Highlands
Administrator

Lynn Reed
Recording Secretary

Legal

Gregory Sobkowski
Hodges & Davis

Contact

Colin Highlands
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Energy and Efficiency



- Mayor Cannon entertained a motion to seek appraisals for property along Southport Road east of the NIRPC building. Mr. Lach so moved. Mr. Highlands advised that this area is prairie land and staff would be working with the DNR. Park Superintendent Jenny Orsburn advised that this land was purchased with a grant and may impact other park grants. Mayor Cannon advised that all these issues would be taken into consideration before any action is taken. Mr. Oprisko seconded the motion.

5 yes 0 nays

- Mayor Cannon entertained a motion to approve the RDC contribution to the Portage Economic Development Corporation in the amount of \$40,000.00. Mr. Nelson so moved. Mr. Oprisko seconded the motion.

5 yes 0 nays

- Mayor Cannon entertained a motion to approve the resolution concerning the 2020 budget determination for tax increment for the allocation area (capture of assessment). Mr. Lach so moved. Mr. Oprisko seconded the motion.

5 yes 0 nays

RES. 19-01

- Bids for the demolition of the Crisman Road warehouse. They are as follows:

1. Actin Contracting LLC \$32,340.00
2. Hamady Services \$10,500.00

Mayor Cannon entertained a motion to take the bids under advisement. Mr. Nelson so moved. Mr. Thompson seconded the motion.

5 yes 0 nays

- Mayor Cannon entertained a motion to authorize staff to seek bids for the Little Calumet River bank stabilization project. Mr. Oprisko so moved. Mr. Nelson seconded the motion.

5 yes 0 nays

- Mayor Cannon entertained a motion authorize staff to seek quotes for landscaping and mowing services for properties owned by the RDC. Mr. Lach so moved. Mr. Oprisko seconded the motion.

5 yes 0 nays

OTHER BUSINESS:

- The 2018 RDC Annual Report was presented by Cender and Company and has been filed with the Clerk Treasurer's Office.

- Mayor Cannon entertained a motion to purchase tables, chairs, carts, and miscellaneous items for the Open-Air Pavilion for an approximate cost of \$37,000.00. Mr. Nelson so moved. Mr. Lach seconded the motion.

4 yes 1 nay (Oprisko)

- Assistant Street Superintendent Randy Reeder requested permission to purchase four (4) wireless rotary lifts at a cost of \$48,226.00. He is requesting this be done under special purchase rules. Mayor Cannon entertained a motion to purchase the lifts contingent on confirming the single source purchase. Mr. Oprisko so moved. Mr. Lach seconded the motion.

5 yes 0 nays

- Mr. Reeder advised the need to replace the gate system at the Street and Sanitation facility. He also advised that the Police Department has a gate that they will donate as they are unable to use it. Mr. Reeder is seeking permission to seek quotes for a new gate/installation and quotes for installation of the donated gate. Mayor Cannon entertained a motion to seek quotes. Mr. Oprisko so moved. Mr. Lach seconded the motion.
5 yes 0 nays

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

5 yes 0 nays

John Cannon, Mayor

Lynn Reed, Recording Secretary