

**Warsaw Redevelopment Commission  
November 6, 2023  
Minutes**

**Present:** Tim Meyer, Mike Klondaris, Jeff Gross, George Clemens, Bill Curl, Jeremy Skinner (DOCD), Whitney Shilling (Recording Secretary), Joe Thallemer (Mayor)

**Excused:** Brad Johnson, Scott Reust

**President, Tim Meyer, opened the meeting.**

**Pledge of Allegiance**

**October 2, 2023, Minutes** – Klondaris made a motion to approve the October 2, 2023, meeting minutes as presented. Grose seconded the motion. The motion carried unanimously.

**New Business**

**Resolution 2023-11-01 Authority to Execute the Economic Development Agreement with West Hill Development LLC-** Skinner explained if approved, this resolution would approve the form of the Economic Development Agreement. The Economic Development Agreement relates to the third shell building. The building is 100,000 total square feet with 30,000 square feet currently being occupied. We will lease the unoccupied 70,000 square feet till it is occupied, or the 2-year agreement expires. This would be a monthly agreement paying \$42,000 a month over the next 24 months. The monthly payment will be reduced as the building gets leased out. For example, if someone came in tomorrow and leased out 35,000 square feet, the monthly payment would be reduced by the square footage that was leased. Joe Thallemer stated he is in support of this agreement with West Hill Development LLC. We had two previous agreements with the first two shell buildings. The return to the city has paid off. He stated he feels the investment in a ready to occupy shell building is the best incentive the city can provide to a business looking to move in or expand in our community. Meyer asked if this shell building is just like the other two buildings, built to be expandable. Dan Robinson, West Hill Development LLC stated the shell building was designed with the end wall to be removeable. Once removed the building could expand another 30,000 to 50,000 square feet. They are currently working with two commercial real estate agents to market the property. Clemens made a motion to approve Resolution 2023-11-01 Authority to Execute the Economic Development Agreement with West Hill Development LLC as presented. Klondaris seconded the motion. The motion passed unanimously.

**Economic Development Agreement with West Hill Development LLC for 1395 Polk Drive-** Skinner recommends the approval of the Economic Development Agreement. He stated there will be many other steps that need to happen before this takes effect but approving the Economic Development Agreement is the next step. Grose made a motion to approve the Economic Development Agreement with West Hill Development LLC for 1395 Polk Drive. Clemens seconded the motion. The motion passed unanimously.

**Resolution 2023-11-02 Authorizing Publication of Notice of Public Hearing in Connection with the Sublease Agreement-** Skinner explains this resolution is approving the form of the sublease and the public hearing notice. We are not approving the sublease today; we are just approving the resolution. Grose made a motion to approve Resolution 2023-11-02 Authorizing Publication of Notice of Public Hearing in Connection with the Sublease Agreement. Klondaris seconded the motion. The motion passed unanimously.

**Sublease Agreement with West Hill Development LLC for 1395 Polk Drive-** Skinner stated we are not voting on the sublease agreement today. It was just in the packet for the board members to review. It will be on the agenda on December 4 to be voted on after the public hearing.

**Award Sheldon Street Bid-** These bids were opened at the last Board of Works meeting for the Sheldon Street Improvements. Skinner explained the base bid was for improvements to be done on Sheldon Street and the alternative bid was for streetlights on Sheldon Street. We only received one bid and that was from G&G Hauling and Excavating. Aaron Ott, City Engineer reviewed the bid, and it was in conformity with the bid documents. It is Skinner's recommendation that we only approve the base bid in the amount of \$300,722.30. This will be paid out of the Redevelopment Northern TIF. This will include new curb work, on street parking, and sidewalks as part of the Northwest Townhomes project. Meyer asked if there were any problems with only receiving one bid. Skinner stated it is not a problem. We went through the bid process as needed, just only received one bid. Klondaris asked if we could put streetlights in at a later day and what was the reason to not install them now. Skinner stated the primary reason was the cost was a lot higher than what we anticipated. Klondaris asked if we would still put the infrastructure in for those light now. Skinner stated we can have those discussions with the contractor. Meyer asked G&G Hauling and Excavating if there is anything we are missing. Cary Groninger, G&G Hauling and Excavating explained why the cost was so high. He stated it was not so much the conduit but the light fixtures themselves that were so expensive. Klondaris stated he thinks there is a need for street lighting. It adds a lot of safety and character to a street. Skinner stated it is up to the board which bid they wanted to approve, if any. There was some discussion about the cost of both the base bid and the alternate bid. Klondaris made a motion to approve the base bid with G&G Hauling and Excavating in the amount of \$300,722.30 for the Sheldon Street Improvement Project. Grose seconded the motion. The motion passed unanimously.

**2024 Redevelopment Commission Schedule-** Skinner explained this is the 2024 Redevelopment Commission Schedule with two meetings a month. We will only have the second meeting if we have something time sensitive. Clemens made a motion to approve the 2024 Redevelopment Commission Schedule. Klondaris seconded the motion. The motion passed unanimously.

**Tech Park Recertification-** Skinner explained we were on a four-year certification. Then the state changed some rules and told us we need to recertify this year by November 1. This is the recertification that was submitted to the state minus the third-party impact study. Jeremy explained that he has spoken with a few professors at Grace College, and they agreed to do that study. They are currently working on it and once completed he will submit it to the state.

Thallemer wanted to thank Jeremy for all his hard work on this. Recertification of the tech park is a really important step to maintain our ability to draw increment from state tax dollars that are generated within the park.

**Approval of Claims** – Clemens made a motion for approval of claims as presented plus the additional claim from Huntington Bank. Curl seconded the motion. The motion carried unanimously.

**Other Business**

Klondaris asked for an update on what Dilling Group found during their inspection of the former Marsh property. Skinner said would send the board members the report. They found a few roof leaks that they were going to patch.

Discussion regarding parking at the former Marsh parking lot continued. Skinner stated he would follow up with Scott Reust to find out if there is any liability with them parking there.

Next Meeting November 20, 2023

**Adjournment** – With no other business to come before the Board, Klondaris made a motion to adjourn the meeting. Clemens seconded the motion. The motion passed unanimously.

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Tim Meyer, President

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Whitney Shilling, Recording Secretary