

## **Burns Harbor Redevelopment Commission Minutes of Wednesday, March 9, 2016**

The Redevelopment Commission of the Town of Burns Harbor, Porter County, Indiana met in its regular session on Wednesday, March 9, 2016 in the Town Hall. The meeting was called to order by Redevelopment Commission President, Marcus Rogala at 6:00 p.m.

The Pledge of Allegiance to the American Flag was recited.

### **Roll Call:**

Commissioner (Andy) Bozak.....	Present
Commissioner (Toni) Biancardi.....	Present
Commissioner (Eric) Hull .....	Present
Commissioner (Nick) Loving .....	Absent
Commissioner (Marcus) Rogala.....	Present
Commissioner (Ralph) Ayres (non voting member).....	Present

### **Additional Officials Present**

Attorney Clay Patton, Joseph Rurode and Danielle Ziulkowski. Tina Rongers was absent.

### **Discussion and Possible Action of Redevelopment Commission Secretary Vacancy**

Commissioner Rogala asks for a board member to consider taking the position of Redevelopment Commission Secretary. Jane Jordan states that RDC is required by state statute to have a position, a board member to be the Secretary. This person will sign certain forms that need to be submitted to the State. Commissioner Hull nominates Toni Biancardi and she accepts.

Commissioner Hull made a motion to appoint Toni Biancardi Redevelopment Commission Secretary. Commissioner Bozak seconded the motion. Commissioner Bozak–Aye, Commissioner, Biancardi–Aye, Commissioner Hull–Aye, Commissioner Rogala–Aye. **Motion passed.**

### **Approval of Minutes**

Commissioner Biancardi made a motion to approve February 10, 2016 meeting minutes. Commissioner Hull seconded the motion. Commissioner Hull–Aye, Commissioner Biancardi–Aye, Commissioner Bozak–Aye, Commissioner Rogala – Aye. **Motion passed.**

### **Approval of Claim Register**

Commissioner Bozak states \$2,200 bill to McGuire Woods which was to look over contract. That bill was from last year and going forward we will not use them again without RDC approval. There will be a bill due this year that was approved for LiveWorkLearnPlay project that shouldn't be as high as that one. This reflects two or three invoices for work that was done in November and December.

Commissioner Bozak made a motion to approve Claim Register. Commissioner Hull seconded the motion. Commissioner Hull–Aye, Commissioner Bozak–Aye, Commissioner Biancardi–Aye, Commissioner Rogala–Aye. **Motion passed.**

### **Approval of Financial Report for the Month of February 2016**

Rurode states the report was emailed to board for review prior to meeting. It is a review of activity that was done in February. A budget will be put together. This is a financial snapshot for a variety of projects and initiatives we are working on. This is a way we can create an annualized statement so people can see what is done month to month.

### **Approval to Reschedule April 13, 2016 Meeting Location to Trans-United, Inc at 5:00 or 5:30 PM CST**

Rurode states Trans-United is a well-known business in Burns Harbor with a 50-year history operating in over 48 states including Canada. They are freight transportation experts, specializing in oversized challenged type shipments. The owner has been very much involved with economic development in Northwest Indiana. We are looking to hold meetings at local businesses to spend time and interact with the owners to learn about their business and business issues they may have, get to know their employees and try to create a more economic development climate. This will build on the success as what was done with Toni with the Meet and Greet in the previous month. The discussion revolves around the point of whether we could meet around 5p or 5:30p on April 13 at their offices. There were pros and cons about the meeting time and whether or not

to change the day of this meeting so as not to interfere with the Town Council meeting which follows directly after the RDC. There was back and forth discussion about the date and time but it was ultimately decided the meeting would take place on April 13, 2016 at 5:00p at Trans-United, Inc. The public in attendance were asked what they thought and everyone was in favor of the meeting being held at Trans-United. The public will be advised of location change for this meeting.

Commissioner Bozak made a motion to approve to meet at Trans-United, Inc. on April 13, 2016 at 5:00p. Commissioner Hull seconded the motion. Commissioner Biancardi–Aye, Commissioner Bozak–Aye, Commissioner Hull–Aye, Commissioner Rogala–Aye. **Motion passed.**

#### **Approval of Professional Services Agreement for Services Rendered by Danielle Ziulkowski**

Commissioner Rogala verifies Danielle's revised contract defines she will be paid \$50/hour with a maximum of 40/hours per month to provide communication services to the town. Danielle will provide services for both RDC, Town Council and the town as a whole. The agreement will be passed along to the Town Council for their approval as well. Interested party asked if photographs are included in this agreement and Danielle agreed they are. Danielle is used mostly as a consultant on website and social media.

Commissioner Bozak made a motion to approve Professional Services Agreement for Services Rendered by Danielle Ziulkowski. Commissioner Biancardi seconded the motion. Commissioner Bozak–Aye, Commissioner Hull–Aye, Commissioner Biancardi–Aye, Commissioner Rogala–Aye. **Motion passed.**

#### **Update of Annual Reports Required by the DLGF Required by Indiana Code 36-7-14-13**

Rurode states this is merely an assurance that reports are being handled. It's on the agenda because last year we worked with a financial services provider that created reports for the RDC. This year Jane Jordan has offered to produce these reports. Jane Jordan state the deadline for submittal of these reports has changed from March to April or May.

#### **Update of Master Development Initiatives and Activities**

Rurode states he wants to touch on the Fiber project and the keyword is being prudent with this. We have a proposal from a local consultant to do an assessment of the interest and opportunities for the town. Joe met with Chesterton representatives their fiber consultants, town manager, and town attorney to discuss their timeline. They are in the process of selecting a vendor for the first phase to basically look at the design and choosing a service provider. Hiring a consultant for us at this point is not necessary. We should wait to see what Chesterton is doing and seeing what the opportunity is out of that. We may be able to make a decision at that point. Joe suggests we table at least until the next meeting to report what Chesterton is doing. Kurt Jordan will consult on this project at no charge to the town. A needs assessment (and means of accomplishing this) of businesses and residences will be conducted at some point. Commissioner Biancardi states Chesterton plans on looping it around to make it possible for Burns Harbor and Porter both to connect and be a part of what they are doing at whatever time we choose to do. Commissioner Rogala commented that if we can dovetail off Chesterton and save the town money and other towns can dovetail as well, this is the direction I want to go. Kurt will do what needs to be done and report to us next month.

Rurode states Marquette Greenway Trail, we will create some detail and a timeline for what we will be doing next. This will be the first phase of the three-year project. Great news is we are getting to the official point now where you can find out that we got a thumbs up and will be proceeding soon. Timing works very well and we will talk more about how this ties into some of the earlier initiatives and more of the long term picture trying to tie into this trail so there is a benefit from the time from when this actually is happening.

#### **Update of LiveWorkLearnPlay Initiatives and Activities (Joe)**

Commissioner Rogala states that between LiveWorkLearnPlay and ourselves, each of us had has opportunity to work with them in a different facet and made some little committees to be able to work away from meetings so we can work on little pieces of it and bring it back and report as a group. Next month we should have some hard plans, physical documents that we could share. We have a contract with Global Engineering and want to use them in conjunction with LiveWorkLearnPlay to do the work we asking for the engineering work to be concluded. It doesn't make sense to hire another engineer to have them do work that Global can look at again. My understanding is that he has already contracted with the town. I don't believe we need another contract to have him perform functions for RDC. The attorney will need to clarify. Patton doesn't have the contract for the town since there are a scope of services and a fee schedule laid out. The same fee scheduled will be applied to the RDC. Basically, it's for the benefit of the town. Funds would just come out of the RDC line item as opposed to the Town Council. We need to propose Global to start work as directed as on LiveWorkLearnPlay Initiatives as soon as possible.

We need a contract for them to work with RDC to provide engineering. This proposal was for the Container Village so we can get them to reword that. We can ok this proposal right now and he can get a contract for next month. This way we can get started right now rather than wait another month. He's already given us a proposal for this project that he wants to work on right now.

Commissioner Hull made a motion to approve proposal for Global to work on as directed as on LiveWorkLearnPlay Initiatives. Commissioner Bozak seconded the motion. Commissioner Biancardi–Aye, Commissioner Bozak–Aye, Commissioner Hull–Aye, Commissioner Rogala–Aye. **Motion passed.**

**Recap of Business Meet and Greet (Toni)**

Commissioner Biancardi states weather was not good but we did have a small group of prominent and influential businesses that came and we were happy for that. We would like to repeat this again in the fall. I sent out a survey to find out what people thought. I have some businesses that have committed to sponsoring and received some valuable input. One of the comments was "Tell me what you are going to do for my business." I have a list of all of our businesses in town and have been out to eight just to say Hi and introduce myself. I look forward to one in the fall either at a business or here at the town hall.

**Other Business/Public Comment**

None

**Adjournment**

Commissioner Biancardi made a motion that we adjourn. Councilman Hull seconded the motion. Commissioner Biancardi–Aye, Commissioner Bozak–Aye, Commissioner Hull–Aye, Commissioner Rogala–Aye. **Motion passed.**

There being no further business to discuss, the meeting concluded at 7:10 p.m.

**APPROVED on April 13, 2016**

REDEVELOPMENT COMMISSION  
FOR THE TOWN OF BURNS HARBOR

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Marcus Rogala, President

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Andrew Bozak, Vice President

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Toni Biancardi

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Eric Hull

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Nick Loving

ATTEST:

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Marge Falbo, Recording Secretary