

**Burns Harbor Redevelopment Commission
Minutes of Wednesday, May 11, 2016**

The Redevelopment Commission of the Town of Burns Harbor, Porter County, Indiana met in its regular session on Wednesday, May 11, 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 (Eric) Hull.....	Present
Commissioner (Toni) Biancardi	Present
Commissioner (Andy) Bozak.....	Present
Commissioner (Nick) Loving	Present
Commissioner (Marcus) Rogala.....	Present
Commissioner (Ralph) Ayres (non-voting member).....	Honorary

Additional Officials Present

Attorney-Clay Patton, Economic Development Director-Joseph Rurode, Grants Developer-Tina Rongers, and Communications Director-Danielle Ziulkowski.

Approval of Minutes

Commissioner Biancardi made a motion to the approve the April 13, 2016 meeting minutes. Commissioner Hull seconded the motion. Commissioner Bozak–Aye, Commissioner Biancardi–Aye, Commissioner Hull–Aye, Commissioner Loving–Aye, Commissioner Rogala–Aye. Motion passed.

Approval of Claim Register

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

Approval of Financial Report for the Month of April 2016

Rurode states it was provided to the RDC in advance, it was reviewed and approved. Rurodes asks to make a motion.

Commissioner Bozak made a motion to approve the Financial Report for the Month of April 2016. Commissioner Hull seconded the motion. Commissioner Biancardi–Aye, Commissioner Loving–Aye, Commissioner Bozak–Aye, Commissioner Hull–Aye, Commissioner Rogala–Aye. Motion passed.

Update of LiveWorkLearnPlay Initiatives and Activities

Rurode advised the Commission that both RDC and LiveWorkLearnPlay (LWLP) have worked collaboratively since March, 2015 towards a new economic development and town development strategy. The strategy has been based on real time market research, vision and the needs of the Burns Harbor community and the changing realities of today’s economic climate. Since March 2015 LWLP has successfully delivered a three step development process that resulted in a market assessment, master development and a revitalization business plan and an implementation roadmap as well as numerous community business and public meetings, outreach and consensus building.

Rurode states both RDC and LWLP are confident that the Town has the capability and the tools needed to continue with the plan laid out and will end its LWLP contract within the next 60 days. Rurode recommends RDC moves to amend their current contract. The RDC, their staff and LWLP have maintained an excellent working relationship and LWLP has offered to work with the town in an advisory capacity at no additional cost until September of this year. Rurode states LWLP is familiar with the town and its effort for revitalization and they will continue to be vested and committed to the Town’s future projects.

Hull asks what is the proper way to amend the contract?

Patton states there are no provisions within the contract which would prevent the RDC from cancelling it. If that is the case, we would have to pay during the termination period for 60 days and give them written notice as well.

Commissioner Hull made a motion to cancel the contract as it is written and provide written notice. Commissioner Bozak seconded the motion. Commissioner Bozak-Aye, Commissioner Biancardi-Aye, Commissioner Hull-Aye, Commissioner Loving-Aye, Commissioner Rogala-Aye. Motion passed.

Rurode recommends the RDC start a Food Truck Village at the Westport site from July until September which would be a test run to assess the demand for a bigger project in the future which would be the Container Village.

Rurode suggest five food trucks of various cuisine at least two times a week. The Food Truck Village will run at low cost and would create a sense of place. Ambiance and entertainment are two goals for the village and would be an attraction for people to gather. The goal is to generate fun and memorable experiences and to create repetition not just to locals but to a wider network or market beyond that. It will allow us to start small, but smart by activating this site. This will give us an opportunity to learn how to use and design the site for the best layout, learn which attractions resonate with the community and visitors. It's an opportunity to make smart decisions to build and prepare and do this right. We would use the success of this project to market and attract prospective vendors and business owners.

Rurode states the first steps to getting this project going would be an initial budget, preparing a list of truck vendors. By the next meeting we will be better able to discuss these items, as well as some thoughts for how the project operations will be handled day-to-day and appoint people that can be on the ground.

Rogala states we need to secure vendors now since they are booking up quickly. We need to address this now rather than wait until our next meeting and requests scheduling another meeting before next month to discuss securing vendors. Rogala states the situation is similar to the first year the park department hosted the Footloose 5k. There wasn't much time to find vendors, but the second year was a lot more successful when it was promoted earlier.

Hull suggest a working meeting or workshop meeting that focuses mainly on the this subject.

Patton states that if there are more than two people at this meeting it will need to be noticed and referenced to the public.

Loving asks for commentary from Rurode on what the situation would look like if we started small this summer and people have a negative view of what they saw with a smaller application.

Rurode states you want to connect and do something well and do it right. We are starting slow and trying to build and grow. This is from a strategic standpoint and how I would want to position it. This is certainly something the group needs to decide and discuss.

Hull states we need to start small and build on that, for example, a farmer's market in addition to the food trucks.

Khalil of Global Engineering states the main issue would be to get a rezoning or a variance as it is zoned residential at this time. The RDC needs to approach the BZA and/or the Plan Commission and that time is a factor if the village is to be pulled together by July. The Plan Commission would have to meet next and make a recommendation to the Council for the rezoning. Attorney Patton states a variance could be obtained more quickly because it wouldn't require Council approval. He recommended though that it eventually be rezoned. We need to start that process right now. Patton suggest a variance now and a rezone later. Rogala asks Rurode in his presentation to the Council tonight to please make both requests.

Rogala states we need to schedule another meeting and entertains any day that everyone is available to meet again within the proper notice.

Biancardi states to map out the details which would include zoning, vendors and so forth.

Rogala states we have the idea and structure. We need to put a date together and see if it's feasible. We are looking to get and put the program together, i.e. zoning, permits, vendors.

Bozak suggests starting at Lakeland but Rogala responds we need to do it at Westport because that's where we want to form our "Downtown".

Hull states we need to develop a history and the place to start is Westport. Whatever it transforms itself into, food truck village, farmers market or container village, we have created a sense of place. People will become used to or accustomed to that place and they will come to that place.

Rogala asks for a special workshop meeting date. Rogala states he is available anytime next week. Rogala asks if Tuesday, May 17 @ 6:00 P.M. is ok with everyone. The entire board agreed to meet Tuesday, May 17 @ 6:00 P.M.

Update of Economic Development Initiatives and Activities

Rurode states a financial analysis is properly being done for a potential TIF district and other opportunities and seeks approval from the Town Council to move forward. We discussed fiber lighting in the past and have checked in with Chesterton leadership and their consultant on their project. Their Phase 1 is still underway and it will be a couple of months before we hear from them.

Update on Marquette Greenway Trail Application

Rurode states we have met with NIRPC representatives and the next steps include meeting with National Parks Superintendent's office to begin the Federal process for building a trail on National Park's property. Since a portion of the property is owned by National Parks, there is a different procedure or bureaucracy and this process can be delayed a little bit longer. All eyes are on us as to how this process will be put together.

Rurode states he has to meet with INDOT within the next two weeks to review their RFP tool kit and solicitations for working with consultants on the project. We will request RDC approval to move forward at next month's meeting.

Rurode states that with a separate INDOT office we need someone, like an official, to become the ERC. We will need someone trained and prepared to do that under the LPA guidelines in order for a town to receive any kind of funding. We need to have someone certified. We are waiting to hear when the next training is available. In the interim, we will potentially be able to piggy-back and use the National Park's ERC to move this project along so there shouldn't be any delay.

Rogala asks if Rurode found out for sure it is an elected official. Rurode states he is not 100% sure.

Update on Grant Funding Opportunities

Rongers states she has completed the review of the grant matrix that was included as part of the Master Development for support of the Container Village. She states that looking at the timeline, the types of grants that would be relevant to support the Container Village would be more in the Fall in terms of that range. It will be very important over the next few months that we focus on the financial planning of the Town's capacity alongside completing the concepts of these projects so that we would have solid concepts and costs to advance in these grant applications. Another important factor we need to focus on is the partnerships. Most grants want to see if you are working collaboratively with public, private and non-profit partners and so if we look at development projects like the Container Village or like some of the other projects like the Marquette Greenway, having those partners at the table, not just in the role as supporters. We are fortunate to have a list of supporters that will write letters of support of our grants. However, we are also looking for supporters who are willing to invest because the town cannot afford to develop all of these projects paying 100% out of their own pockets. Our focus from the fund development standpoint over the next few months is really to understand the Town's financial capacity and the full scope of the projects and cost estimates. We have been working with Global Engineering and LWLP and the rest of the economic development team to scope out those projects so we can better put together a phased development approach. A phased development approach consists of timing in which we can put projects forward and the type of money we can leverage when we do that. This is the work we have been doing alongside conceptualizing the projects.

Khalil states they have a report as well for the cost estimate of all things being talked about over the last few weeks. I will pass out the costs estimates and probably coordinate with Tina about the work we will be working on.

Khalil states he is passing out documents for the Container Village only. He will pass other documents for the Trail.

Kuchta states the 20,000 square foot retail facility which is called the Regional Market Place is programmed to go at that four-acre site. Basically phases 1 and 2 are Containers and phases 3 and 4 are the Market Place facility. Phase 1 would consist of six containers and the second phase would be four containers for a total of 10 containers. Phase 3 would be building 10,000 square foot. warehouse facility, essentially a warehouse market place, and Phase 4 would be adding to it to make it 20,000 square feet.

Kuchta requests a stand-alone meeting to specifically talk about the site plan development. There are a lot of issues we need to address. We have come up with these numbers analyzing the capacity for that four-acres and specifically for the parking that's allowed under the current ordinance which is not for residential but for retail and commercial. According to our analysis, we believe we can fit ten containers in the 20,000 square foot retail space but it is maxed out on that site with that level of parking. This includes not building on the pipeline.

Khalil states regarding the pipeline, we can cross it with some type of bridge on top of the pipe.

Rogala asks if Rongers, Khalil and Kuchta have been working on together.

Khalil states he will pass out more documents.

Rongers states that this is not part of my report. I haven't had an opportunity to review this document for the numbers. I just want to acknowledge that this is not part of my report and I wouldn't comment until I've had an opportunity to look over it.

Rogala asks if this is what Rongers needs to move forward.

Rongers states she doesn't know until she has an opportunity to look over the document in full.

Khalil states an inquiry report that he and Rongers talked about but apologizes if he gave that impression.

Loving asks if the Phase 1 cost estimate includes your 30% swag and Phase 2, 3 and 4 do not.

Kuchta replies the summary tables were not updated and you are right but on the detailed report it does.

Khalil states it's a contingency for the level of the plan since it is not fully designed. When the plan is fully designed the contingency will probably get you 5% -10 %, but again, it's a cost estimate until we actually receive bids that is the actual cost. This is the best guess based on the industry standard. The contingency is plus or minus. Once we get closer to finalizing the plan design wise, that number will get reduced.

Kuchta states there are a lot of design issues unresolved. This is a draft document which is under development.

Khalil states the next document focuses on Marquette Greenway Trail and the phases.

Rogala asks Rongers if she needs these documents to move forward, correct? These studies.

Rongers asks for an opportunity to review the documents and states there is a process she needs to follow and she needs to work collaboratively with her team, so it is her preference that these documents work through our team process so we can come to you with a recommendation. This is the type of information that we need.

Rogala tells Khalil that you are showing me these documents and I see the numbers but I have no idea why. Something got missed on my part.

Khalil states they have been working on these documents until right before the meeting and this is the first time anyone has seen them.

Rogala states he just wants to makes sure everyone is working together.

Bozak questions Khalil about the Container Pop Up Market. He asks if they approached the roads yet.

Khalil states there are some hurdles to clear before the Town can implement the Container Village. One would be to gain access to and maintain the section of Route 149 between U.S. 20 and U.S. 12. The Town would also need to find vendors and work out public-private partnerships to share costs and maintenance.

Bozak ask Khalil if they looked into what the cost would for the upkeep.

Khalil states they have not completed the full feasibility study regarding the maintenance of the road. They have not done pavement analysis if that is the question. The \$3 million is the infrastructure and not the maintenance. The yearly cost will be NIPSCO for lighting, the pavement every 10 or 15 years depending on the type of pavement.

Rogala ask Rongers if she had anything else to discuss.

Rongers states her report is complete and asks if Khalil's report is complete.

Khalil states it is.

Rongers states that is a separate item from the grant funding opportunities that was presented today.

Update on Communications

Ziulkowski states the overall goal for communication efforts is to really set the most effective and proper communications outlet for the town. We are ready to get these developmental type messages out when they are ready as well as create buzz to gather attention so that people are paying attention when have these messages. In terms of those efforts, I have determined a couple of public relations opportunities that I am working on with the communications committee, possibly pursuing further. We did apply for a community IACT award last year and we are looking into the possibilities if there are any stories to highlight for nomination again this year. Once we confirm those details, we will bring it back to RDC and Council to get their full support in order to prepare a nomination by May 26. The committee is still looking into possibilities for that.

Ziulkowski states last year we did a Better Burns Harbor public relations initiative highlighting a nice feature story about Praxair and their Christmas lights. We are continuously looking for new business related stories to highlight, not only to continue to build positive alliances between leadership and businesses, but to let the regional public know about these great businesses in town. We are currently compiling that list and prioritizing it. We may have a business that is interested in doing this once again. Once I confirm their interest, I would send a press release draft to the commission for approval.

Ziulkowski states in terms of digital communication, we are really continuing to keep going successfully as we have been since the launch. Commissioner Biancardi and I have been working to promote Twitter and put the proper links on the web page so people are aware that we have it and get followers.

Ziulkowski states we are working on getting headshots and professional group photos to upload to the Burns Harbor website or for use in any future PR opportunities. She is eager to gather professional biographies and once received they will be uploaded to the website. She is also hoping to the build the on-line staff directory.

Update on School Board Vacancy

Rogala states from his understanding Ralph Ayres position has been filled but we have not been informed about a representative for the RDC.

Rurode states he spoke with the school board attorney and they intend to address that. Brandon Kroft, the individual who replaced Ralph Ayes isn't necessarily the replacement for the RDC. We should have a pretty good idea at our next meeting.

Meeting Dates and Times

Rogala states it's been brought up that possibly we would move our meeting date. Rogala is fine with keeping our day and time but was opening it up for discussion. Rogala asks if anybody has any suggestions or do we just want to leave it. The Board agreed to keep the day and time but if we have something special to address we can hold an additional meeting and make that the topic of the meeting.

Public Comment

None

Adjournment

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

The meeting concluded at 7:05 p.m.

APPROVED on June 8, 2016

REDEVELOPMENT COMMISSION
FOR THE TOWN OF BURNS HARBOR

Marcus Rogala, President

Andrew Bozak, Vice President

Toni Biancardi

Eric Hull

Nick Loving

ATTEST:

Marge Falbo, Recording Secretary