

**Burns Harbor Redevelopment Commission
Minutes of Wednesday, June 8, 2016**

The Redevelopment Commission of the Town of Burns Harbor, Porter County, Indiana met in its regular session on Wednesday, June 8, 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 (Toni) Biancardi	Present
Commissioner (Andy) Bozak	Present
Commissioner (Eric) Hull.....	Absent
Commissioner (Nick) Loving.....	Present
Commissioner (Marcus) Rogala	Present
Commissioner (Ralph) Ayres (non-voting member) ..	Honorary

Additional Officials Present

Attorney-Christine McWilliams
Economic Development Director-Joseph Rurode
Grants Developer-Tina Rongers
Communications Director-Danielle Ziulkowski
Recording Secretary-Marge Falbo

Approval of Minutes

Commissioner Biancardi made a motion to the approve the May 11, and May 17, 2016 meeting minutes. Commissioner Loving seconded the motion. Commissioner Bozak–Aye, Commissioner Biancardi–Aye, Commissioner Loving–Aye, Commissioner Rogala–Aye. Motion passed.

Reports

Commissioners

None

Attorney

None

RDC Engineer

None

Economic Development Director

Rurode relates he worked to get a permit application which will be presented at the Town Council meeting tonight. He has been reaching out to a variety of food truck vendors and engaging their interest. It's a little late in the season, however, we are trying to find available dates so we can pair those together. There is interest and they certainly recognize the opportunity for a new location. Once we get to a point when we can officially start we will be able to speak a little bit more as far as the availability and how we can actually bring them here. Rurode says he has had conversations with the Chamber of Commerce and well as Duneland Tourism to market beyond locally.

Rurode informed the Board that the Duneland School Board has appointed its new member Brandon Kroft to the RDC as the Board's non-voting member. Kroft replaces the late Ralph Ayres.

Rurode says he will be meeting with the schools to discuss the school owned property and what the future use of that will be.

Rurode says he has continued conversations with property owners that are interested in attracting business here in Burns Harbor.

Rurode says were are still in a holding pattern with regard to the Fiber project.

Grants Developer

None

Live Work Learn Play

Rurode says things are winding down and that they have been readily available and accessible to continue discussion regarding feedback and advice.

Communications Director

Ziulkowski relates that we have had some exciting public relations opportunities this month. Also, we have been mentioned in the Times with respect to green living, which is always a good thing. Commissioner Rogala and Commissioner Biancardi were integral in their statements. It was a positive and relatively large feature piece which follows:

Burns Harbor focuses on its thriving 'green living' identity

Christine Bryant Times Correspondent
May 27, 2016

Known as the Northwest Indiana community that strives to perfect “the art of green living,” Burns Harbor has taken steps to offer residents the opportunity to reduce their use of Earth’s natural resources.

Toni Biancardi, town council and redevelopment commission member, says Burns Harbor officials are proud of its residential neighborhoods that use sustainable and green methods in a New Urbanist model—a design movement that promotes environmentally friendly habits.

The movement arose in the United States in the early 1980s, and since has gradually influenced real estate development and municipal planning. “This concept is especially important as the town focuses on the art of green living—a concept the town’s new leadership is hoping to explore with future development throughout Burns Harbor to increase recreational opportunities, convenient amenities and unique activities,” Biancardi says.

With a new council that took the helm earlier this year, Biancardi says elected officials are on a renewed vision and mission for the town to become one of the great small towns of America. “We’re looking to create a place for residents and businesses to thrive through strong business partnerships and community engagement that will help to promote a harmonious, sustainable and diversified environment,” she says.

Marcus Rogala, a member of the redevelopment commission and town council, says that at 50 years old, Burns Harbor has often been perceived as just a crossroads between U.S. 20 and Ind. 149 or an exit off Interstate 94. “Town leadership wants to change this perception and create more of an identity for not only town residents but regional visitors as well,” he says.

To do so, officials are researching how to create a downtown that is an easily identifiable place—one where passersby know they have arrived in Burns Harbor. Plans are currently being developed to create an open, green space to offer services and hold events to benefit locals, Rogala says.

Walking, biking and taking advantage of the area’s natural resources are also key.

We’re now taking the first steps of action toward creating a defined and dedicated downtown area,” he says. “Achieving this task will not occur overnight, but will take the cooperation of many different organizations.”

Incorporated as a town in 1967, the latest U.S. Census shows Burns Harbor as the third fastest-growing community in the state. New development, including Traditions Apartment Homes, that places an emphasis on green living has helped house this growth.

Raquel Shamble, regional property manager, says the apartment community is the state’s first green-certified multi-housing complex. “There are very specific milestones that must be met to achieve this status,” she says. “However, for Traditions, the most obvious benefit is in the site layout, the building design and the green spaces that embrace the overall community’s aesthetic presentation.”

Residents can feel and see the natural spaces and access them from all vantage points within the neighborhood, she says. “Residents of Traditions enjoy the benefits of our green certification in two ways,” Shamble says. “First, the higher efficiencies help lower utility bills and other monthly expenses, resulting in greater affordability of Traditions. The second benefit is clearly seen in the higher quality of materials and construction contributing to an overall heightened sense of amenity, value and livability.”

Permission to include this article in the minutes granted by Times Staffer, Daniel Riordan.

The Town nominated Kim Burton, Park Director, for this year's annual Indiana Association of Cities and Towns ("IACT") citing her strong leadership skills, being a role model and active in her community.

Zuilkowski shares that although it is not part of her RDC role, she is assisting the Park Department on "Footloose" promotional efforts which will include press releases and things of that nature.

Duneland School Board Representative

Commissioner Rogala says we look forward to having Kroft on the Commission and hopefully he will be here meeting month. Rurode says Kroft will be here in July and is scheduling a meeting with him next week and mentions they have already been in touch.

Correspondence

None

Old Business

Commissioner Rogala says he attended a class for Employee of Responsible Charge through the Indiana Department of Transportation ("INDOT") and is now trained and certified. He says we are good to go and we're covered for our Federal funding for the Food Truck Square.

Rurode says this is an essential piece in moving forward.

Rongers says she and Rurode had an opportunity to meet with INDOT to understand the process for initiating the CMAC grants and we were awarded the first segment of the Marquette Greenway Trail between Babcock Road and State Road 149. We were able to review the steps with certification being the key activity and the next would be drafting the RFP process for design and engineering of the Trail. Rongers says she and Rurode are working to lay out what the timetable looks like and what the key steps will be.

Food Truck Square

Site Electric

Commissioner Rogala distributed copies of the Food Truck Square logo, vendor agreement and sponsorship form for the Commission's review. Commissioner Rogala says after careful consideration the actual name will be Food Truck Square. Hopefully if everyone agrees on the format the sponsorship forms can be sent out and we may get some donors to offset some of our costs.

Commissioner Rogala says he has had three candidates for the site electric, Ellis quoted \$3,975, another was a text message which was not considered a binding document and one was for \$850 which is Miller Electric who is donating his time. For what we want to accomplish at this time, the 16-circuit electrical panel is sufficient compared to the larger panels that were quoted by the other two candidates. We also have a volunteer electrician who is willing to help out as things come about.

Commissioner Rogala asks for a motion on the Food Truck Square site electric bids.

Commissioner Rogala says that once the electric is provided we will be setting up lighting and spots for the vendors.

Commission Loving made a motion to approve the Food Truck Square site electric bid from Miller Electric to install a 16-circuit panel for the Food Truck Square electric site needs. Commissioner Bozak seconded the motion. Commissioner Biancardi-Aye, Commissioner Loving-Aye, Commissioner Bozak-Aye, Commissioner Rogala-Aye. **Motion passed.**

Food Truck Square

Budget

Commissioner Rogala says we have rough estimates of what the costs will be from month-to-month and states it is just a base for us to start. Sponsorships will definitely increase the amount as well. The cost for the upcoming four months is a little over \$13,000 which includes purchase of tables, chairs, labor, utilities, extra string lighting and porta potty rentals, etc. Five picnic tables with umbrellas and a few lounge chairs will be purchased initially and will be stored at the Westport site, which is owned by the Town. Additional purchases will be made as the program grows. Event attendees will be encouraged to bring blankets and chairs for entertainment or movie night events.



Commissioner Biancardi asks if the Food Truck Square will have its own website.

Commissioner Rogala replied it will be part of the Town website and we will also include advertising on Facebook and Twitter.

Commissioner Rogala says a parking lot will exist on the Westport property and more cars can park near Westport Road. Handicapped parking will be available.

Commissioner Rogala asks for a motion for the Food Truck Square budget.

Westphal, a member of the Plan Commission asks if there will be security and does the budget cover the cost of security. Commissioner Rogala confirms and it is covered in our permit.

Commission Loving made a motion to approve the Food Truck Square budget of \$13,000 for the start-up program. Commissioner Biancardi seconded the motion. Commissioner Loving-Aye, Commissioner Bozak-Aye, Commissioner Biancardi-Aye, Commissioner Rogala-Aye. **Motion passed.**

Commissioner Rogala relates he is working with Rurode on the application for the Food Truck vendors. We are going to request a fee of \$50 per day, however, if vendors want to book for the whole month or for multiply days which would be anything over three we will request a fee of \$150. This is a suggestion and it is totally open to changes. Commissioner Rogala says he will be the main contact on the application form unless someone else would like to step up. We will continue to make changes to the application as we see fit but it won't be final until it is approved by the Town Council.

Commissioner Bozak asks if we are going to stay flexible on the set-up time. Commissioner Rogala replies yes and informs everyone that Commissioner Biancardi spoke with Westchester Public Library Director Leea Yelich after our last meeting and on August 6 we will be showing Star Wars at Food Truck Square. We are thinking dinner and a movie that night. Maybe the Food Trucks can have menu items related to Star Wars.

Commissioner Biancardi says the Library service center will provide the screen and the Rotary is donating all of the equipment and the license for the movie to come out here. The Rotary is going to make the popcorn too.

Commissioner Rogala says he will send something to the vendors soon and ask for ideas from the Board.

Commissioner Biancardi says we talked about not charging or charging minimally, so can a vendor pays \$50 for the whole weekend (Friday, Saturday and Sunday.)

Commissioner Rogala says yes, let's do that, I think it's a great idea. We are trying to offset costs since we will be paying for electricity and he thinks the \$50 fee is more than fair. We may do only one day a weekend depending on how and when we can get people to come out.

Commissioner Bozak asks if we have vendors that have committed.

Commissioner Rogala replies we have some interest and there are others who are totally booked. It will be small this year, but we will definitely start attracting vendors. I think Star Wars night will be really big because we will make it big. We will be showing the movie even if we do not have Food Truck vendors for that night. Until our next meeting when we approve the application is when we can actually say it's going to be called Food Truck Square. Our permit application runs from July 9 to September and once we secure vendors we can start advertising and adding dates and times which will be flexible at the beginning.

Rurode says we may be able to pick up European Market vendors on Saturday late afternoon. Being this a pilot program, the goal is to market and attract locally, we need to start small and start smart and not overwhelm those who trying to put this together.

New Business

None

Approval of Claim Register

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

Commissioner Rogala says LiveWorkLearnPlay's final bill was not entered because it was just submitted and Jordan was out of the office this week for meetings. Commissioner Rogala asks if we can get it amended or make motion to put it in the claims? McWilliams says she doesn't think it matters if a motion is made. Commissioner Rogala says ok to pay, minus the \$3.50.

Commissioner Bozak made a motion to pay the claim for LiveWorkLearnPlays's minus the \$3.50. Commissioner Loving seconded the motion. Commissioner Loving–Aye, Commissioner Bozak–Aye, Commissioner Biancardi–Aye, Commissioner Rogala–Aye. Motion passed.

Approval of Financial Report for the Month of May 2016

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

Good of the Order

Commissioner Biancardi says she believes the last RDC Board gave Rurode permission to purchase a projector and she doesn't think that happened. She was wondering if the current RDC wanted to do that.

Commissioner Rogala asks for a motion. Rurode says the discussion early in the year was who would the buyer and owner of it be. There could still be discussion about it.

Commissioner Bozak says he has interest in it and believes it would be nice.

Commissioner Biancardi says we would have more visuals of the Trails projects so people who attend can see it. Commissioner Biancardi believes it was not to exceed \$1,000. She also says that whoever buys it would make it available to everyone or any department in the Town. Rurode doesn't recall but guesses it was not to exceed \$1,500.

Commissioner Bozak says he would like a nice one that could be used outside and \$1,500 would make sense.

Commissioner Loving asks if the RDC should be buying the projector or should it be the Town buying it.

Commissioner Rogala says this issue has been going back and forth and it's up to the RDC. He also believes the RDC would use it more than anyone else in the Town.

Commissioner Biancardi made a motion to purchase a projector not to exceed \$1,500. Commissioner Bozak seconded the motion. Commissioner Bozak–Aye, Commissioner Biancardi–Aye, Commissioner Loving–Nay, Commissioner Rogala–Aye. Motion passed.

Adjournment

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

The meeting concluded at 6:40 p.m.

APPROVED on July 13, 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