

**Burns Harbor Redevelopment Commission
Minutes of Wednesday, August 10, 2016**

The Redevelopment Commission of the Town of Burns Harbor, Porter County, Indiana met in its regular session on Wednesday, August 10, 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	Absent
Commissioner (Toni) Biancardi	Present
Commissioner (Eric) Hull.....	Absent
Commissioner (Nick) Loving.....	Present
Commissioner (Brandon) Kroft (non-voting member)...	Present
Commissioner (Marcus) Rogala	Present

Additional Officials Present

Attorney-Clay Patton
Economic Development Director-Joseph Rurode
Engineer-Jeanette Hicks
Recording Secretary-Marge Falbo

Approval of Minutes

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

Reports

Commissioners

None

Attorney

None

RDC Engineer

None

Economic Development Director

Rurode says in the past month we put a lot of time helping recruit vendors for the Food Truck events. We've had a great response and feedback from vendors and have something to look forward to. We, in the more traditional sense of economic development, spent a lot of time over the course of the past year and really in the past month working with organizations and our neighbors in Portage and Porter and looking at opportunities that are associated with regional funding. It is essential that we work with our neighbors and partners and we've got some exciting things that will benefit this town when it comes to the new trail and so forth. That being said, Marquette Greenway Trail is still a project we're working on and we are exploring opportunities to find additional funding to possibly do the project all at once versus trying to do one phase. This ties in again with the larger regional plans versus us doing it all ourselves. The idea is not to spend money ahead of the thought that we might be able to find other areas that can help finance this type of project.

There is no change with Chesterton regarding their fiber project. They will have all their applications in by the end of this week and they'll begin operator selection by the end of the month. This will most likely overlap with Rongers report from Zuilkowski. She put a lot of time into the Food Truck Square with her public relations efforts with her articles and had a great response. Economic development officials of the neighboring towns have reached out to me to say she has done a really good job. She has worked on the Better Burns Harbor, she had done some great press that highlighted TransUnited. She has also worked on some of the LiveWorkLearnPlay economic development plan that was originally put together and will be used later on in the attraction of business to the area.

The RDC approved the first installment of tax increment financing revenues for the Duneland Schools for this year. Fifteen percent of what is collected from the Town's TIF redevelopment area will go to the Duneland Schools to help pay for programs that benefit economic development.

Grants Developer

None

Communications Director

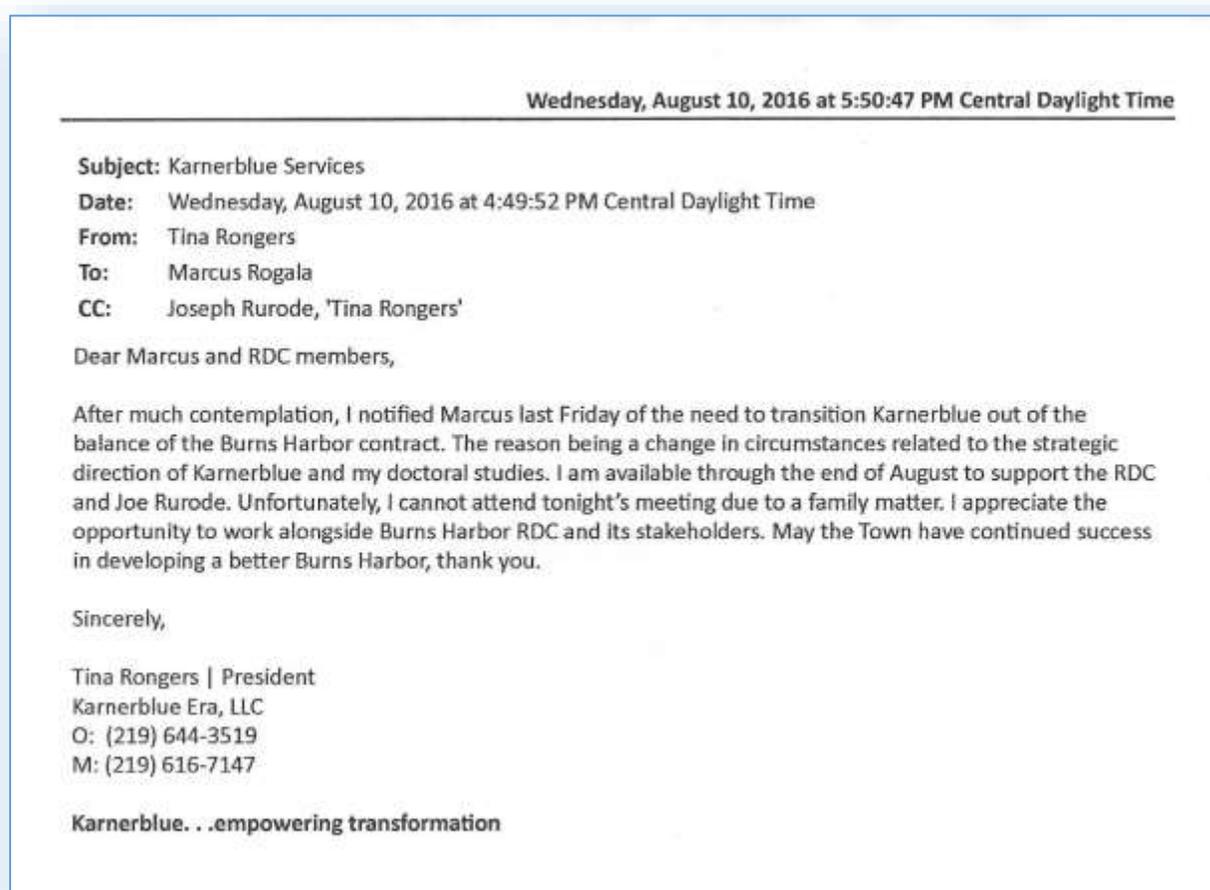
None

Duneland School Board Representative

Commissioner Kroft says it is a rather somber reason I am taking this position, as you know, I am replacing the late Ralph Ayres as the Commission's school board non-voting member. I am a Duneland native, I spent a lot time as a reporter for WDSO in the 1980s. It's been a while since I've been here and the last time I was here Steel City was being approved. I look forward to being here and being an active Commission member.

Correspondence

Rongers sent a letter of resignation just an hour before the meeting, saying her last day would be August 31, 2016.



Commissioner Rogala asks Attorney Patton what needs to be done.

Attorney Patton says this was just sent an hour and 10 minutes before the meeting started. I don't have a copy of the current signed contract, I'm not sure what type of wind down period may be committed. I believe it is at least 30 days and that would mean on or about September 10 which is 30 days from today. Both parties can mutually agree to shorten that. I am not sure if there are any pending projects and I haven't spoken to Rongers about this. Commissioner Rogala says he doesn't know how the Commission would like to move on this. I don't see a problem with August 31st. Commissioner Loving asks if there are any open projects Rongers needs to complete before she leaves. Rurode says projects are fluid and during my reports I spoke in terms of working with our partners, I think it's more handoff as it is transition to working with entities that can better assist. Rongers is a person of the highest integrity and you can expect if there is reason for her to help beyond August 31st she will be available and do the right thing. If you feel you need to keep her on she will be agreeable to that. The Marquette Greenway Trail and entities such as folks that are working with our neighbors can help assist with state funding organizations. Commissioner Loving says Commissioner Rogala noted that we accept Rongers departure and honor her timeline and I move to that we release her from the contract, effective August 31, 2016.

Discussion

Commissioner Biancardi suggests to have a date to sit down and make sure we have what we need. We need a final date for us to say we are comfortable and have what we need. Rurode says he believes Rongers is traveling for work the last week of the month. We are certainly available before or after that date. Commissioner Loving asks how many Commission members can meet with her at one time. Rurode says two. Attorney Patton agrees with Rurode says and believes Rongers will follow through, we just need to make sure what type of wrap-up requirements there are on both sides of the contract and make sure those are complied with. Commissioner Biancardi asks Commissioner Rogala if he will take care of setting that date. Commissioner Rogala replies yes.

Commissioner Loving made a motion to release Rongers from her contract effective August 31, 2016. Commissioner Biancardi seconded the motion. Commissioner Biancardi–Aye, Commissioner Loving–Aye, Commissioner Rogala–Aye. Motion passed.

Rurode says, in addition to Rongers, I will be moving on to explore different career opportunities and with the same thought process, it's up to the Commission to decide to make my contract for a 60-day notice. I feel that I am able to transition everything within the next three weeks, however, I will be readily available to helping the RDC as well as the Town Council with any projects beyond that. I certainly want to success happen here. There is never a clean way of handing off projects when they're fluid and asking for money from sources, but I can certainly be right around the corner to help with anything.

Commissioner Biancardi asks Rurode if he is proposing a date.

Rurode says, if it is agreeable, August 31st would be the date for me. If not, then I will stay as long as you see fit.

Commissioner Biancardi says she would like to make a motion along the same lines and Commission Loving that we accept August 31st as Rurode's end date and again that we set a date to meet with you as a final meeting.

Discussion

Attorney Patton says he spoke with Rurode yesterday and he told me that he had informed the Commission of his departure. That is why I prepared and sent to the Commission the one-page amendment effectively amending the professional services agreement that currently has the end date of December 31, 2016. It basically indicates parties mutually agree to amend Section 6 of said agreement to allow for the agreement to continue until the blank date, 2016. All the terms and conditions of professional services will be met in the wind-up period. Attorney Patton asked the Commission if it is possible to sign this agreement tonight. Commissioner Rogala asks Rurode if he would agree to his end date being September 2, 2016. Rurode says yes. Commissioner Rogala says this will give us some time to wind down.

Commissioner Biancardi made a motion to release Rurode from his amended contract prepared by Attorney Patton effective September 2, 2016. Commissioner Loving seconded the motion. Commissioner Loving–Aye, Commissioner Biancardi–Aye, Commissioner Rogala–Aye. Motion passed.

Old Business

Umbaugh Study

Commissioner Rogala asks Rurode if the study will be done by next week. Rurode says yes it will be very valuable to the RDC in terms of how you prioritize your projects and I have said this repeatedly over the last several months that for the town to make prudent decisions they really need to know what their assets are first. You need to prioritize and plan over the course of not just one or two years but five or several years beyond that because it will be essential to getting things done. You need to create confidence in either regional funders or private funders who will look at the town and say this is a group that knows what they're doing.

Food Truck Update

Budget

Commissioner Rogala refers to a contract for an event on September 17 for a Rhythm and Blues Band which was sent to the Commission members. The band will be a playing for the Blues, Brews and BBQ Fest. It will be a five and one half hour performance for \$600.00 and I need a motion to accept that contact so we can book them for that date. Commissioner Rogala states he has a W-9 that Clerk Treasurer Jordan has reviewed and approved and just needs a motion to move forward.

Commissioner Loving made a motion to accept the contract for Blues, Brews and BBQ Fest Rhythm and Blues Band. Commissioner Biancardi seconded the motion. Commissioner Biancardi–Aye, Commissioner Loving–Aye, Commissioner Rogala–Aye. Motion passed.

Commissioner Rogala says we agreed on the actual contracts for the food vendors, but Clerk Treasurer Jordan requests that we acknowledge the \$50 vendor fees in order for her to be able to explain them to the State Board of Accounts. Commissioner Rogala requests a motion to accept the \$50 vendor fee.

Commissioner Biancardi made a motion to accept the \$50 vendor fee. Commissioner Loving seconded the motion. Commissioner Loving–Aye, Commissioner Biancardi–Aye, Commissioner Loving–Aye, Commissioner Rogala–Aye. Motion passed.

Commission Rogala says he met with Leroy's Hot Stuff today and they have signed to do the Blues, Brews and BBQ Fest, plus a couple of other dates and possibly one more in November. Commissioner Rogala asks instead of the \$50 vendor fee we just put in the 80/20 commission as far as the alcohol sales in the contract we have now or do we need to draw up a contact for alcohol.

Attorney Patton asks if the 80/20 split will be for alcohol or does it include food too. Commissioner Rogala says it just for alcohol. If he's serving food he would fall under the food permit. He doesn't want to do food right now, just alcohol.

Attorney Patton asks Commissioner Rogala if he just wants to add one sentence.

Commission Rogala says yes instead of \$50 for every event he goes to he will split 80/20.

Attorney Patton says he doesn't think this would be an issue.

Commissioner Biancardi asks if this is something that would be negotiated with all vendors.

Commission Rogala replies this is going to be set for this year and Clerk Treasurer Jordan needs this for the State Board of Accounts. So instead of the vendor fee of \$50 it's the 80/20 commission.

Commissioner Rogala clarifies the food vendors will be doing \$50 fee, so when the money comes in Clerk Treasurer Jane she will be able to explain where the \$50 is coming from. If it's alcohol it will be the 80/20 commission or split.

Commissioner Loving says it's for auditing purposes

Commissioner Biancardi made a motion to accept the 80/20 commission or split for alcohol instead of \$50 vendor fee. Commissioner Loving seconded the motion. Commissioner Biancardi–Aye, Commissioner Loving–Aye, Commissioner Loving–Aye, Commissioner Rogala–Aye. Motion passed.

Star Wars Night

Commissioner Biancardi shared some pictures of the Star Wars Night Food Truck event via a slide show on the newly purchased projector. Following are some of the pictures presented.

Darth Barnes of Team O'Connor did a demonstration before the movie and then invited the kids to learn to use "The Force."



Attendees of the Burns Harbor Food Truck Square opening night view an outdoor movie with local industry, Praxair, lighting the sky with its towers lit up in red, green and blue for the Star Wars-themed event.



The **Westchester Public Library** and **Chesterton-Porter Rotary Club** partnered with the Burns Harbor Redevelopment Commission to show the movie "Star Wars: The Force Awakens" to offer activities for all ages.



Special thanks to the **Chesterton-Porter Rotary Club** for making the night possible!

Designer Desserts, one of the vendors of the Burns Harbor inaugural Food Truck Square event, helped create a unique gathering and business opportunity to serve as a site activation to build upon the town's charming heritage and history.



Another vendor, **Mama's Kitchen**, was a part of the first-ever pilot season to help boost economic development for the town.



Xtreme Freeze helped keep the 150 attendees chill all night long.



Shout out to the **Burns Harbor Fire Department** for adding to this exciting event!



These are just a few of the pictures of the event. Everyone was very excited about the event, we had about 150 people and many are excited about coming back for future events.

Commissioner Biancardi says if you haven't passed the property yet, we have a banner with our logo, you can follow us on Facebook so you are aware of the other events that are coming up as well as the Town website which shows the dates and events planned.

We had several vendors at the Star Wars event.

Future Food Truck Square Events

Commissioner Rogala says most of the Food Trucks are freed up in September and we would like to plan a bigger event in October and possibly another in November. We would like to do some type of Harvest Fest on October 8th. Also, either the second or third weekend in November Leroy's Hot Stuff would like to do a Brew Fest (Perfect Pint) which could likely become an annual event here at the Food Truck Square. Leroy's Perfect Pint's following is quite large so it would definitely be a successful event.

Commissioner Rogala continues saying we need to extend our permit to October and November and would like a vote to fill the paperwork out to include the two dates.

Commissioner Biancardi made a motion to request the Town Council to extend the permit to October and November. Commissioner Loving seconded the motion. Commissioner Loving–Aye, Commissioner Biancardi–Aye, Commissioner Rogala–Aye. Motion passed.

Concerns surrounding a November event were, daylight savings time, colder weather and mud in the parking area due to rainy weather.

Commissioner Biancardi suggests having the November event sooner than later and proposes November 12.

Commissioner Rogala asks if this is a motion.

Commissioner Biancardi made a motion for to secure November 12 as the date for Brew Fest. Commissioner Loving seconded the motion. Commissioner Biancardi –Aye, Commissioner Loving –Aye, Commissioner Rogala–Aye. Motion passed.

Volunteers

Commissioner Rogala thanked everyone who volunteered for the Star Wars event. He also gave thanks to everyone who came to the event.

Commissioner Biancardi says if anyone is interested in sitting on the Food Truck Committee, please let us know. At the moment the Committee consists of Commissioner Loving and Commissioner Rogala.

Global Engineer Hicks says Khalil would like to volunteer to help with the Food Truck Square.

Commissioner Rogala thanked Engineer Hicks and said believe me I will use him.

Weibl, from the audience, said he would like to volunteer and to put him on the list. Weibl volunteered for the Star Wars event and said it was fun parking cars and greeting people.

New Business

Storm Water Board Proposal for Old Porter Road

Commissioner Biancardi says she wants to discuss and share with the RDC a couple of issues on Old Porter Road. The reasoning for bringing this to the RDC is that the road falls within the TIF District and there may be the possibility of asking the RDC to help with some work that needs to be done.

Biancardi, President of the Stormwater Management Board, said the board is looking at options that would involve replacing the manhole and stubs, replacing the corrugated metal pipe with a reinforced concrete pipe, and grading a portion of the road.

The Stormwater Board will determine if TIF money is needed once it receives estimates for the work. It may be necessary to come back to the RDC and talk to them about how we can work on the project together if additional funding is needed.

Biancardi says the objective is to preserve and save this road from the work that we've done.

Approval of Claims Register

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

Approval of Financial Report for the Month of July 2016

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

Good of the Order

Commissioner Rogala thanks everyone for the August 6th Star Wars event which turned out really well. (It was also Commissioner Rogala's birthday.)

Commissioner Rogala says the next event is going to be The Badge & You on August 26.

The following is only a sample of those who will be in attendance:

- Porter County Sheriff's Police
- Portage Police
- Burns Harbor Police
- K-9s
- Conservation Officers
- Coast Guard
- A Helicopter

We will have a bounce house and an obstacle course for the kids. It will be a nice family night plus food. What could go wrong?

The event will be from 4:00 pm to 8:00 p.m.

Rurode said it was an honor to be part of this Commission and a great pleasure working with everyone. He believes Burns Harbor is on the right track and he will always be available to help if needed.

Adjournment

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

The meeting concluded at 6:50 p.m.

APPROVED on September 14, 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