

**Burns Harbor Redevelopment Commission  
Minutes of Wednesday, September 14, 2016**

The Redevelopment Commission of the Town of Burns Harbor, Porter County, Indiana met in its regular session on Wednesday, September 14, 2016 in the Town Hall. The meeting was called to order by Redevelopment Commission Vice President, Andy Bozak 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.....                     | Present |
| Commissioner (Brandon) Kroft (non-voting member)... | Absent  |
| Commissioner (Marcus) Rogala .....                  | Absent  |

**Additional Officials Present**

Town Council President-Ray Poparad  
Attorney-Clay Patton  
Communications Director-Danielle Ziulkowski  
Town Engineer-Scott Kuchta  
Recording Secretary-Marge Falbo

**Approval of Minutes**

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

**Reports**

**Commissioners**

None

**Attorney**

None

**RDC Engineer**

None

**Communications Director**

Everyone welcomes Ziulkowski back after her short maternity leave. Ziulkowski apologizes for not attending the August meeting and states she was a little busy to say the least (Her baby girl, Elle, was born on August 15, 2016).

Ziulkowski says most everyone knows the end of July and beginning of August was spent on some of initial Food Truck Square marketing, designing, and press releases. We had a lot of positive buzz with media that picked up those press releases that Commissioner Biancardi and I worked on. I think there was a wonderful response that will hopefully help solidify the public’s minds for the next season coming up. The latest Better Burns Harbor has been delayed a bit. I had a business that was very interested but she recently had one of her staff members resign and is waiting to rehire before she devotes time to sit down with me. As soon as she is ready we’ll get that story going. This story will probably come out when the Food Truck Square is slowing down so it will get the buzz it needs. Commissioner Bozak asks if Ziulkowski we will be preparing for the next one after that too. She says she will look at that as she slowly gets back into the swing of things and double check with the Commission on who we want to focus on. She knows we had talked about it several weeks ago but there may or may not have been some changes since we decided that, but it’s on her list for sure.

Ziulkowski says one of the last items that LiveLearnWorkPlay (LWLP) worked on with me before their contract ended was designing some marketing collateral. They designed the Container Village piece and obviously that’s a little bit on the back burner, but we do have that file if we want to revisit that later. They also worked on a general economic development piece. I worked with Jill Merriman and she was very kind to do some editing to make it much more user friendly and appropriate for the Town to use. I’m working with the Communications Committee on getting those finalized. They will also be available digitally so we can have them at the Town Hall. The media clippings will be very important for next year and moving forward with any historical public relations efforts to have all of those on file.

**Duneland School Board Representative**

None

**Correspondence**

None

**Old Business**

***Food Truck Square***

**The Badge and You** event took place the evening of August 26<sup>th</sup>. Many families stopped by to see all the vehicles and learn more about all the departments represented. It was a very successful event and an opportunity to recognize the brave men and women who serve our communities each and every day.







### **Yappy Hour**

Commissioner Bozak refers to the last event of 2016, **Yappy Hour**, which was scheduled for September 9, 2016 but was rained out. Pictured on the left is the first dog at Yappy Hour before it started pouring.

Commissioner Bozak refers to **Brews, Blues and BBQs** which Commissioner Rogala said will be one of our bigger events and it is scheduled for September 17, 2016.

Commissioner Bozak says we have been informed the Blue Chip Food Truck has pulled out. Therefore, Commissioner Rogala suggests that we might want to look at cancelling the balance of the events for this year since he is not able to run them himself and invites others on the Commission to take over if they are able. Commissioner Bozak asks if the Commission had any thoughts about this. The majority of Commissioners were not available to help out and so at the recommendation of Commissioner Rogala the last two scheduled events will be cancelled.

### **Food Truck Square-2017 Schedule / Ideas**

Commissioner Bozak says one of the things he wanted to bring up for 2017 is finding someone else run the Food Truck Square. An RDC member who has a little more time to handle the day-to-day operations and grow it. If we decide to go that route that person should be in charge of setting the schedule. Commissioner Bozak asks if anyone has an opinion on this.

Commissioner Biancardi says she had reached out to the Duneland Business Initiative Group. They do the Porter 4<sup>th</sup> of July Fair and I have asked them if they would be interested in supporting us. They sounded interested but I don't know if this is something they would commit to for all the scheduled dates for the summer of 2017. They have the experience and have the processes in place that, I think, would make it successful. I believe Commissioner Rogala has done a great job but it turned out to be a lot more work than anticipated. But, that's ok too.

Commissioner Hull asks Commissioner Biancardi if she would reach out to them for 2017.

Commissioner Biancardi says if the Board would like me to I can schedule a meeting and we'll see if they're interested. I'm not sure if there are other groups in the area that do type of thing and would be interested in helping us. Commissioner Biancardi says she will reach out to the Duneland Business Initiative Group and invite them to the next meeting if they are interested to talk to the Commission.

Commissioner Hull says he thinks it's too early to set a schedule yet. Commissioner Rogala's suggested schedule starts May 5<sup>th</sup>, with four days a month, Wednesdays Fridays, Saturdays and Sundays, but we will need someone to manage this schedule and run the events.

### **Food Truck Square-Wish List**

Commissioner Bozak says after being at the Food Truck Square I believe we need a few more picnic tables. Commissioner Hull says he has the *Wish List* and it reads:

- 10 x 10 Shed
- Asphalt Grindings
  - Pave the lot and make a nicer parking area
- Dolly
- Heavy Advertising
- Pavilion or Shelter
  - Not fully permanent, something that could be moved to another location, if necessary.
- Picnic Tables
- Portable Power Station
- Posts
- Signage
- Truck

Commissioner Biancardi says we have to discuss what 2017 looks like, how it can be better or what might be different.

Commissioner Bozak asks if there are any other thoughts about the Food Truck Square. He says we should probably think about cancelling the balance of the events unless we can get someone else to run them.

Commissioner Loving made a motion to cancel the last two Food Truck Square events for 2016. Commissioner Biancardi seconded the motion. Commissioner Biancardi–Aye, Commissioner Hull–Aye, Commissioner Loving–Aye, Commissioner Bozak–Aye. Motion passed.

### ***Marquette Greenway Trail***

Commissioner Hull says he had an opportunity during last month to sit down and talk with a couple of individuals. I'm still getting up to speed on it and I understand there were some changes at the RDA and NIRPC level as far as how some of their projects are being handled. I don't fully understand how that impacts us. I did get to have a conversation with Rongers which I will get to when we get to New Business.

### ***149 Relinquishment Update***

Kuchta says there is not much of an update. We started preliminary conversations with INDOT and they are working on a preliminary schematic. Commissioner Biancardi asks what does that mean a preliminary schematic. Kuchta says it's to show essentially what the road looks like now and what it looks like after. It's just a layout of lanes, parking and landscaping. It is in no way a commitment from you, it's just an idea. Commissioner Biancardi asks if this is an idea we all agreed on or is it conceptual. Kuchta says this is just to get reaction from INDOT to see if it's even worth developing into something that you would even really need to consider approving. It's very preliminary. We should have a response by next month.

### ***Storm Water Board Request***

Commissioner Biancardi thanks Town Council President Poparad for attending the meeting tonight.

Commissioner Biancardi says she talked to Hicks again today and at the bare minimum we need to:

- Replace the manhole that is sinking
- Grade Old Porter Road near Nissan (driving surface and drainage)

These two projects total about \$50,000. In addition to that we need to video those lines so we can see the status of the pipe as we go farther. We are also proposing to go forward with Phase 3A which includes the two bullet points above, but I'm not sure if it includes the grading right now. If needed, replacing some of the storm structures from the video would result in a total estimated cost of \$221,000. At this time, the Storm Water Board has appropriated money in the budget of about \$57,000. We are not quite sure, but we may be able to start some of the project this year, but I believe it may be in the Spring. What we are asking the Board is if they would make a commitment to help support that in the amount of \$175,000, if the video shows that.

Commissioner Bozak asks for an explanation of what happened to the road and questions if that isn't that newer area of the road.

Commissioner Biancardi says it is the newer area and from what I understand there was a manhole that was sinking and we applied a short term fix by adding gravel to prevent the sediment coming into the pipe. However, if it isn't fixed, the gravel will move and the sediment will continue to come in to the pipe. That was the short term fix and the road was then paved. We need to fix the manhole permanently, so we need to take out the corrugated metal pipe and make that concrete. We also need to video the lines both ways because we don't know what the corrugated pipe looks like further down and there could be problems. If you ever drive down Old Porter Road in a rain or after it snows and it's melted, you can see the water standing on the road; which, of course, is not good for the road. The engineers have told us that some of that can be corrected by grading on the north side of Old Porter and just making the ditches deeper or moving the land around to help alleviate some of the water flow problem.

Commissioner Bozak asks if the road was built incorrectly from the beginning.

Commissioner Biancardi says she doesn't know that it was built wrong from the beginning. I just think that as improvements have been made and land has been moved, it's probably just over the course of time, it has changed. Poparad had a conversation today of something else we could do but we have to move the water that is settling there. So to save the road for the long term we have to fix the sink hole and get the water to move off of the road.

Commissioner Hull says he doesn't know if the Commission has \$175,000 to commit to anything right now.

Commissioner Biancardi says I know but that's why I brought it to you.

Commissioner Bozak says we have to hold some money for the Marquette Greenway Trail.

Commissioner Biancardi says she and Town Council President Poparad had talked and at a minimum we have to replace the manhole and fix the grading, otherwise the road will not hold up over time. In that process we have to run the video and find out if there are any other issues in the pipe. The cost for this is at or around or less than \$50,000. But, if there is some more work to save that road, that's where the request is coming to this Board is to help with that drainage.

Town Council President Poparad says the bid we have in hand to replace that manhole which included 20 feet each way of pipe is about \$26,000.

Commissioner Biancardi says so the manhole itself, the stubs and the grading all altogether should be about \$50,000 and then to run the video. At this point, we just don't know what the rest of it looks like.

Commissioner Hull says he knows it has to be fixed but it's not really optional at this point. I'm not opposed to helping support that I don't know the real cost right now to commit say 100%. We can commit \$5,000. I would support helping out.

Commissioner Bozak refers to the Fund Report which was not available with the departure of Rurode. Commissioner Biancardi says we haven't spent much. Commissioner Bozak says if we can have that report next and see what we need to set aside for the Marquette Greenway Trail, then we will know how much we can afford to spend.

Commissioner Biancardi says the Storm Water Board will have on their agenda to move forward with whatever parts of the project at that point I assume we can do. But, again, the video is going to be what tells us if we need more extensive work to be done.

Commissioner Bozak says we will get some answers for the next meeting.

Commissioner Loving says just so everyone is clear, the RDC fund balance at the end of June was \$571,000.

### **New Business**

#### ***Dan Botich Contract/ RDA ask partner with Portage***

Commissioner Hull says he had a chance to meet with Botich to talk about quite a few things. I did not receive a proposal and have not heard back. That is on hold for now. The basis of the conversation was to see if there is opportunity for us to "ride on the coattails" with Portage on the things they're doing in the Sportsplex and the TOD; and to see if we can benefit from anything they're doing. Botich would be the person that would facilitate that. The Marquette Greenway Trail would be the biggest factor in that and working along with Portage would benefit both of us.

Commissioner Biancardi asks Commissioner Hull if he knows how the progress for Portage is doing with their conversations with the RDA. Commissioner Hull says he does not.

Commissioner Bozak says he would like to see if Botich is coming with a contract. If possible, I would like to see him at our next meeting so we can talk and ask him questions.

Commissioner Hulls says he was led to believe we would have a proposal last week but I have not seen anything.

#### ***Karnerblue-Tina Rongers***

Commissioner Hull says he has spoken with Tina Rongers of Karnerblue and she has provided us a with a proposal which she will present to you.

Rongers thanks the Commission and says she appreciates this opportunity to speak before you tonight. Basically what is in front of you is a contract which really hones in on the needs of the RDC as a council itself which is three things:

First, to develop a master development list;

Second, the budget that goes along with it, and then begin to prioritize and set some timelines to when you may be able to implement them and;

Third, generate weekly progress updates within the RDC members themselves and consultants that are utilized in the process and then having a monthly report for the RDC President to provide at the Monthly meeting.

Essentially what I would be able to do is help you understand budget implications of the Storm Water Board request and how that effects what you have committed to the Marquette Greenway Trail, as well as what we might need to leverage an RDA application coming forth. The intent is still to carry forth on some of the master development initiatives that we have spoken about over the last year or so mainly building off of the progress of the Food Truck Square. But then how do we develop that not just with short term temporary infrastructure but what can we afford in terms of permanent infrastructure to redevelop the community. I would like to offer my time and come in and really help you hone in with the different scenarios that you are facing as well as provide guidance on what the next steps are. I would like to help with that and some of the communication that's needed to get ready for an RDA application and working with the various consultants that would be involved in that process. Also the resources that would be necessary for the RFQ for the Marquette Greenway Trail for the first segment that is funded from Babcock Road to State Road 149.

Commissioner Bozak says he has two contract questions. One being "the scope will not exceed \$10,000 for the effective dates September 1 – December 31, 2016." This will be on a project basis, correct. Rongers says yes, essentially under my old contract there was \$10,000 still budgeted for that, so I'm just offering the ability to not exceed that amount so it's not changing your annual budget in any way. If we can hit the ground running here in the next couple of weeks, then we can get more organized more quickly and so we'll just drawn down. I'll be charging my normal hourly rate. Commission Bozak says, in my own personal opinion, shouldn't that be in the contract. Rongers says she can certainly add that rate. Commissioner Bozak says, just a thought, to protect both of us. My other question was in the proposed timeline, it really doesn't talk about the Marquette Greenway Trail, should we add some information about Rongers doing the first step in the contract.

Commissioner Hull says there is a lot you just said right now that's not in the contract. It would certainly be helpful to really clarify what we are signing up for. Rongers says my preference is to keep it simple and very general for you because I think we need to have a deeper dialogue on what it is you really want to do and how to move forward on that. I brought up the budget issue with Marquette because these are things tonight we've talked about. These are things that I can help guide you on. In terms of the Marquette Greenway Trail, I don't see me having a leading role in implementation. Most likely you have resources available to you to lead that process. I just want to suggest that we stick to general language so that we can work together to figure out deeper roles. What I'm really trying to do is just help you get more firmly organized and have some tools in place so can make more decisions and get ready for 2017. I know it sounds like a lot but I have a good ability to be very focused on this. If you want more specific language, I would need to know if you want me to do something other than guide you on the Marquette Greenway Trail.

Commissioner Bozak says he thinks we just need guidance. Commissioner Hull says that's my biggest concern. I don't speak the same language as they do at the RDA, I understand it, but I need advice as far as education on what decision to make. I need to know what choices I have, completely understand things around them, and where to get them. That's the biggest thing for me. In the last nine months we have become so disjointed, unorganized and unfocused that I believe Rongers can help us get back on track because right now we're all over the place. Botich had some ideas about that but I didn't get anything from him yet. Rongers reached out and I spoke with her and that feels for me the best option.

Commissioner Biancardi asks Rongers what does it look like on a weekly basis. What is our part? Will we meet with you? What does it look like working with you?

Rongers says she envisions it being a series of meetings where we break off into pairs. I have already created a set of questions for you to answer so I can understand your wish list. What we want to do is get your wish list, put it all together and then begin to fill it in with the numbers, what's a priority, how many years would it take to do something like that, and then that brings us back to my original focus here which was to help write grants. But, until you have some of this organizational understanding in place, it's hard to know how to help get you money when we have ideas but not everything that we need to be ready to go. I envision a series of phone calls. I want to make it easy. I welcome your suggestions to do it but I really want the next couple of weeks to be just talking and sharing some of the list, pool together and build on the progress that's happened over the summer. I applaud the Food Truck Village and the momentum. But now how do we begin to weave in the bigger things that a Redevelopment Commission does? Then how can you be helpful for the Town when situations like Storm Water come up? How do we leverage

a narrow window of opportunity through a partnership with a neighboring community? These are some of things I want to help with.

Commissioner Biancardi says in terms of the money, we know the money we have, what's coming in, how we need to make sure we set aside for the Marquette Greenway Trail, what we have left, and the best ways to use that on this list. Is that something that you can help us with?

Rongers says first, I'm not a public finance major, I have worked enough with redevelopment so I can help you with some of the basic things, Botich has more of the public finance expertise to really help with firm budgeting. I know the spreadsheet Joe was working with, so playing around with that spreadsheet is something I could present, but really you would need someone like Botich for that.

Commissioner Biancardi says I guess that things like the Storm Water Board may come up occasion and I fully understand we have to look at the budget. I'm not sure I understand where all of our money needs to go. So if a situation like that comes up, we have to look at what we have and say, yes, we can help, but this is what we can do or we need to wait. I know that we need money for the Trail but to do other things also, how does that all work?

Rongers says the budget is your main tool but you always have to look at it first, then go out and make approvals to do the projects. There is just some organizational guidance that I can provide to keep the momentum going and get us ready for 2017.

Commissioner Hull says I fear that if we don't utilize someone with Rongers' experience we will be fractured and more disjointed.

Rongers says just as a reminder I've worked in economic development for ten years. Six years on my own through my company. I hold a Masters in Urban Planning with a specialization in economic development, so I know I was brought in to help with grant writing. That's just one of the many skills, so this shift in contract is really to share with you how I can really add value in the shortest period of time.

Commissioner Hull says ten months ago when we walked into this we were going to follow LWLP. They were going to handle a lot of the things Rongers is talking about. We changed gears, we changed our mind which I fully supported. Rurode attempted to fill some of that role for a portion of time and was able to do some good things but he's moved on. I think we got to have some type of input, organization wise, to keep us pointed in the right direction.

Commissioner Hull makes a motion to accept the project with Karnerblue pending on Attorney Patton's review and everything in the contract is good to go. Attorney Patton asks for a copy of the contract to review right now. Rongers says she has a copy and she can revise it and email a copy to Attorney Patton and copy the Commission.

Commissioner Bozak says just so everyone understands, Rongers stopped the old role because we weren't moving forward. We were having trouble organizing and getting to the Marquette Greenway Trail, so she wasn't writing grants and this is why she is changing direction here and looking at it in a different way.

Commissioner Hull says he's been asked why Rongers was here, then ended her contract prematurely, and is back now. Maybe you can help me answer that question.

Rongers says I think what I'm actually doing is being responsive to the RDC's needs and you were paying a monthly retainer for my services to do grant writing. But, given the tactical changes that were happening I wasn't creating the value and listening to the RDC there's this opportunity to change gears and create the value in a way that I think is more responsive to your needs. So it may seem unconventional but I think this is actually the best fit for both the RDC and myself at this time given all the changes that happened in the last nine months.

Commissioner Hull says more or less where we were at wasn't working, so we just restructured it to have it fit both the RDC and your skills. Rongers says this meets us where we're at right now.

Attorney Patton says he has a copy of the prior agreement and the base fee on that was \$2,500 a month plus mileage. I don't see in the prior contract that you have an hourly rate. The other general terms are basically the same. I think the only thing we need is to drill down on the hourly rate, or, are we going to have a monthly flat fee like we did before.

Commissioner Hull says personally I'd like not to exceed an hourly rate because it allows us the ability to utilize her services as we see fit or not utilize them as well. It also allows Rongers the

ability to say these are things you can do on your own. This contract is just through year-end. Commissioner Bozak asks Rongers what her hourly was. Rongers replies \$125.

Attorney Patton says I think we need to add a sentence in the proposal that says “the scope of the work will not exceed \$10,000 for the effective end date of December 31, 2016 at the rate of \$125 per hour.” I don’t know if there is any reimbursement for expenses for mileage or anything that you were anticipating with Rongers. Rongers says let’s just keep it at the \$10,000 not to exceed at the hourly rate. I haven’t billed for mileage or anything.

Commissioner Hull made a motion to accept the contract with Karnerblue pending the addition of the hourly rate terms at \$125 per hour not to exceed \$10,000 through the end of 2016. Commissioner Biancardi seconded the motion. Commissioner Biancardi-Aye, Commissioner Hull-Aye, Commissioner Loving-Aye, Commissioner Bozak-Aye. Motion passed.

#### **Approval of Claims Register**

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

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

Due to the departure of Rurode the Financial Report for the Month of August will be presented at the next meeting.

#### **Good of the Order**

None.

#### **Adjournment**

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

The meeting concluded at 7:05 p.m.

**APPROVED on October 12, 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