

Burns Harbor Redevelopment Commission Minutes of Wednesday, November 9, 2016

The Redevelopment Commission of the Town of Burns Harbor, Porter County, Indiana met in its regular session on Wednesday, November 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.....	Present
Commissioner (Brandon) Kroft (non-voting member)...	Present
Commissioner (Marcus) Rogala	Present

Additional Officials Present

Attorney-Clay Patton
Communications Director-Danielle Ziulkowski
Tina Rongers, Consultant
Recording Secretary-Marge Falbo

Approval of Minutes

Commissioner Biancardi made a motion to the approve the October 12, 2016 meeting minutes. Commissioner Hull seconded the motion. Commissioner Bozak–Aye, Commissioner Biancardi–Aye, Commissioner Hull–Aye, Commissioner Loving–Aye, Commissioner Rogala. Motion passed.

Reports

Commissioners

None

Attorney

None

RDC Engineer

None

Communications Director

Ziulkowski says she would like to show a couple of things on the Town of Burns Harbor website.

Food Truck Square

As we are going into these winter months the Food Truck Square is closed and with development, we know lots of great work is being down behind the scenes. Sometimes in the winter months it can feel stagnant, but I just wanted to reiterate obviously with the communications we are not stagnant. We are still focused on the goal that keeps being reiterated:

- building the identity
- building positive business relations
- engaging residents

So it's all really connected to development and making sure your goals are being met.



www.burnsharbor-in.gov/270/Food-Truck-Square

Staff Directory

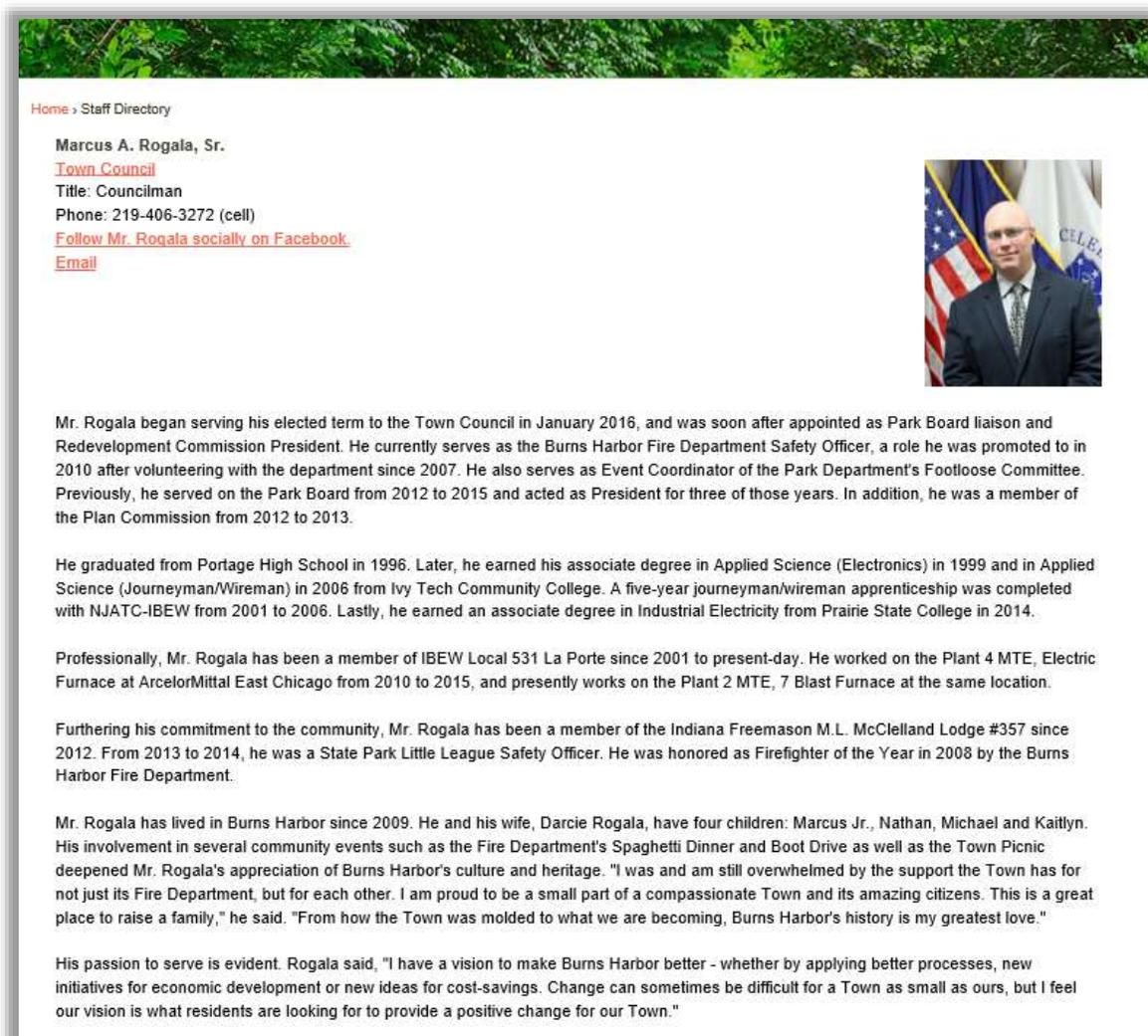
I talked about the Staff Directory a couple of months ago and again the goal of was:

- a lot of feedback that we got last year from the public
 - it's hard to find on the website where to contact people



www.burnsharbor-in.gov/Directory.aspx

- building staff leadership bios and headshots
 - the goal was to build your voice as new leaders and also use that voice to build that professional identity of Town.



www.burnsharbor-in.gov/directory.aspx?EID=14

We have bios for all the Town Council members and the RDC. Obviously, all of you, as leaders have great accomplishments both inside and outside of your work with Burns Harbor. So it is just to build the professionalism and build that voice for the Town. We have email addresses and phone numbers for everyone, so the accountability and credibility of everyone is being built as well.

Accolades

Ziulkowski says she would also like to show the Accolades page. As you know, we continue to get the IACT recognition, and as I said, accolades are great. It's not often we can brag about ourselves. This page I thought was just great for residents who know the Town and people who don't know the Town to all of the accolades that do exist. You can easily just click on each tab to see all of the recent accolades that the Town has.

So it is just building that content to make it a rich website.

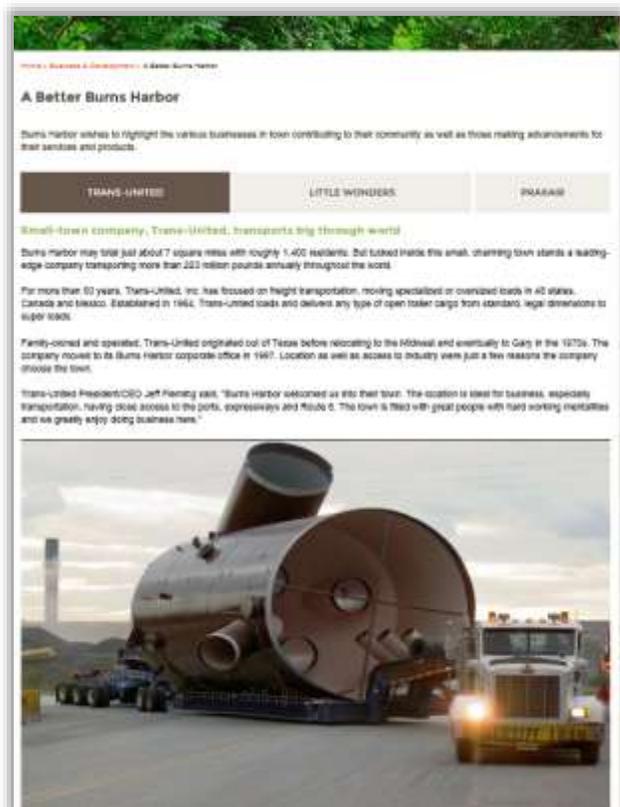


<http://www.burnsharbor-in.gov/204/Accolades>

Better Burns Harbor

Ziulkowski says she has an interview set up with a new business on Friday and is hoping in the next couple of weeks we'll definitely have another Better Burns Harbor for the end of the year. Shown here is Trans-United and not only are we sending press releases out, we're getting them on the website too. They are housed there and people can go on the website at any time. It's just a great way to build those positive relationships with the businesses we have in Town and it makes the Town look very business friendly for all those new guys we want to come in.

Commissioner Bozak asks about the other two businesses, Little Wonders and Praxair shown on the tabs. Ziulkowski says Little Wonders was a small on-line feature Commissioner Biancardi did and it wasn't a full press release, but we just wanted to showcase that they opened in Town. Praxair was at the end of last year, 2015 which showcased their Christmas lights, but I updated it for July 4th, which is shown on the website now, it is an active site. Commissioner Bozak asks if there should be a link on the website in case a business wants to be featured. How do they put themselves up? Ziulkowski says we have mentioned that on social media before and in the press release we've mentioned anyone interested could call. So what I do is I'll put a little teaser of the story and then I'll say "click here" to read the full press release.



<http://burnsharbor-in.gov/188/A-Better-Burns-Harbor>

Lastly, I had mentioned the collateral that LiveWorkLearnPlay worked on. I'm going to be getting some pricing information from a local printer and present it to you to see what it would cost to get those printed. These can be available at the Town Hall or the Chamber or the Northwest Indiana Forum. So, if anybody comes into Town, or there are any potential developers, they will be available to hand out.

The following was designed directly from that collateral:



<http://burnsharbor-in.gov/273/Opportunities-Information>
<http://burnsharbor-in.gov/DocumentCenter/View/719>

We have some local images, the Region, Burns Harbor at-a-glance and some great economic development positive stats. As I mentioned before, we have the direct contact information and places people can go if they are interested in any opportunities or economic development information in Town.

Duneland School Board Representative
None

Correspondence
None

Old Business
Marquette Greenway Trail

Rongers says she wants to give an update on the progress that's being made. Last month Dan Botich and I were able to meet and talk through Master Development strategy and also the Marquette Greenway project, specifically. As you know, we have funding in place for Phase I which is from Babcock Road to St. Rd. 149 which is a one-mile stretch through NIRPC CMAC funding. Then we have Phase II which is a two-mile stretch that would take us from St. Rd. 149 over to Ameriplex where it would then connect to the system. Also, last month you took under legal review the LPA which is the contract between INDOT and the Town with respect to that CMAC Grant. We would proceed with the LPA after the legal review and then also engage in the engineering firm that can help advance the CMAC portion of the project, as well as help us facilitate some of the development work in terms of identifying funding and scope of work for the second phase of the project. I did have an opportunity to speak with Global, the Town Engineer, and they provided some valuable feedback on the Marquette Greenway Trail, so those are things we may want to take into consideration as we proceed forward with the first grant. Any specific questions?

Commissioner Bozak asks what Global recommends.

Rongers says Global is recommending that we may want to review the alignments of the proposed route that was in the grant application and make sure that given where we're at with our redevelopment today it still matches. We need to determine whether there needs to be an alternate route for that one-mile stretch. As we discussed, we need to speak with our funder regarding that, as well as the stakeholders involved with regards to that. So there is no specific action, it's just raising our awareness that we want to make sure if we move forward with the Trail we're leveraging it the best we can for the development of the Town.

Commissioner Rogala says, the LPA, that was sent to Attorney Patton, correct? Commissioner Rogala asks Attorney Patton if he has had a chance to look it over.

Attorney Patton says he never received it. I'm not sure who was supposed to send it to me. No one on the Commission received it.

Rongers says she can send it and make sure everyone gets it. She apologizes if something fell through with regards to that, but she will double check her emails and get that taken care of.

Commissioner Rogala says to Attorney Patton to get the ball rolling can we make a motion to approve the LPA upon your review; that way I can sign it and we don't have to wait another month.

Attorney Patton asks Rongers if she has a hard copy with her. He says his initial question or concern is the term and schedule, why is the term "not for bids" and "opened for construction between July 2020 and June of 2021, why is this three years in the future?"

Rongers says that's the way the State budgeting for that program works. I spoke with Marsha at INDOT because that was my concern and my question was "does that mean we can't move until 2020". Those are the dates provided by NIRPC. I can get more clarification, I can look at my notes. I don't have them in front of me regarding that specific issue but basically we would enter now and begin the design engineering.

Commission Hull says is that part of the 3 or 4 year plan that we looked at last month, is that how it falls into play. Rongers says in terms of...Commissioner Hull says the timeline of how the Greenway would go...Rongers says those figures are really driven from the budgeting from the NIRPC process and when the money comes to the State and we don't have much control over that particular date.

Commissioner Rogala says to Attorney Patton, if you want to look it over more that's fine. I'd rather be comfortable with it than do it on the fly. Attorney Patton says he thinks that would be best. Commissioner Rogala says his next question is "does the Board want to release my signature if everything is ok by Attorney Patton". Attorney Patton says it's a lengthy document so...Commissioner Hull says given the fact that it's a State form...Attorney Patton says my question which Rongers answered was mainly the dates. I see that this is a standard State fill-in form and it's a take it or leave it situation. It does have the project description.

Commissioner Hull makes a motion to approve it once Attorney Patton gives his final approval and is satisfied that he has no reason not to.

Commissioner Bozak asks if this is about the Marquette Greenway Trail. Commissioner Rogala says the 1st Phase. Commissioner Hull says it is the LPA that allows us to work on the road.

Commissioner Hull made a motion to accept the LPA upon final review by Attorney Patton. Commissioner Bozak seconded the motion. Commissioner Hull-Aye, Commissioner Loving-Aye, Commissioner Bozak-Aye, Commissioner Biancardi-Aye, Commissioner Rogala-Aye. Motion passed.

Discussion

Rongers asks if the Board would like to address the issue of engineering on Marquette Greenway.

Commissioner Hull says the one thing we looked at and talked about last month in regards to the Marquette Greenway Trail was to reaffirm our commitment or decide what we're going to do. The LPA was one step of that and the other was to make sure all the information we had was correct and to discuss piggybacking with Portage. Their application process, to my understanding is, the RDA is nudging us to go along with Portage because SEH is looking for one application for the region, for our area, instead of two. I believe it would be in our best interest to go ahead and move forward to start the application process with Portage. SEH is the company that has done a majority of the Greenway, and it is SEH that we got this Phase approved. They have already started a

majority of the work so it's just plugging us into the work they've already got going as well as their relationship with NIRPC and the RDA. It would benefit us to go with them for Phase I to get us going.

Rongers says I think what we're looking for is to ask SEH to prepare a scope of work for the PE of the CMAC.

Commissioner Rogala asks if this is for Phase I. Rongers says SEH was brought on board last month to provide development services. You can ask them to prepare a scope of work to assist you with the implementation of the 1st Phase which will provide the PE, services to help write the RFQ, and so forth, to begin and initiate the design engineering work of the project. In addition to that, we can begin to inquire about the 2nd Phase of Marquette Greenway and seeing how that project may fit into a regional ask and partnership with the City of Portage.

Commissioner Bozak asks if we would be using SEH instead of the Town engineer. Rongers says it will be using them as the Project Manager. Commissioner Hull says what we're going to ask them to do at this time is the PE and R&W services. Our total expected expense on that for Phase I was \$60,516.00. That was for 2016 which we're now a year behind. It's not going to cost us \$60,000.00 to do that today. Commissioner Rogala asks why would we bid that out. Commissioner Bozak says why aren't we using Global. Commissioner Hull says SEH has already gotten us this far and they were the ones that got us through the application process and got all of this approved, so why would we want to switch our engineers midstream, I guess would be my question.

Rongers says she wants to make a correction. SEH was not involved in the preparation of the application to CMAC. As part of their professional service contract, that you engaged them with last month, you can ask them to prepare a scope of work where they would detail how they would help you with Marquette implementation. There is a level of expertise that we need that a firm like SEH can bring. In addition, they have insight into the application process that we would want to explore for getting the 2nd Phase funded.

Commissioner Bozak says why can't we get a scope of work from both SEH and Global too see which one is least expensive. Global is our Town engineer so let's use them.

Commissioner Hull says they are our Town engineer in the fact that they're role for us is to take them things that are presented to us and make sure they fit inside of our guidelines. if Global does the work who will be checking to make sure it's correct.

Commissioner Rogala asks why aren't we opening it up for bids. Rongers says because this is a professional services contract and you already have a SEH under contract. This project will go out to bid and that's why they would help us write the RFQ and again you want somebody with engineering expertise to prepare that document. Commissioner Rogala says any work that we do in Town has to be approved by Global, our Town engineer, before it can even be done.

Commissioner Biancardi says they look after the Town's interest. Commissioner Bozak says so we pay twice for the same amount of work then. Commissioner Rogala says yes and no. Commissioner Hull says there is a lot of technical stuff that we're not used to.

Commissioner Rogala asks everyone what they think.

Commissioner Biancardi says what we're looking for right now is to give approval for SEH to write a scope of work so that we can get some RFQs and find someone to do the work. Is that what we're actually saying.

Commissioner Loving says you are paying SEH to design the document by which you are going to ask other firms to provide a quote. Commissioner Biancardi says right, because they are providing professional services to us currently and that is something that they would do. Rongers says that is correct and also working with them to explore the development of the Phase II, the two-mile stretch which is going to involve partnering with Portage. Commissioner Biancardi says but to move forward we need to get this RFQ going. Rongers says for Phase I, the CMAC Grant, the LPA and the engineering firm professional services are the two things we need action on today. For Phase II, we are looking for authorization of SEH time to help explore the development potential of that segment. Commissioner Hull says we will get a lot more specific information for Phase II as far as trying to decide how to move forward, for example, apply for the grant for that, correct? Rongers says correct, we would know how to dovetail the Marquette Greenway implementation into a larger ask. Commissioner Hull says it's similar to what we did with Phase I but now it's Phase II.

Commissioner Hull makes motion to authorize SEH to prepare a scope of work for implementation of Phase I and exploring development potential of Phase II. Commissioner Biancardi seconded the motion. Commissioner Bozak–Aye, Commissioner Biancardi-Aye, Commissioner Hull–Aye, Commissioner Loving–Aye, Commissioner Rogala– Aye. **Motion passed.**

Discussion

Clerk Treasurer Jordan says am I hearing that a contract with SEH was signed last month? Commissioner Rogala says it was approved last month. There is no signed contract in the Clerk Treasurer's office for any work with SEH. Commissioner Rogala says we will get that to you. Westphal says I thought last month you approved Phase I already for the amount of money it states. Commissioner Rogala says we approved the ok to look over the LPA contract. Westphal says and then I thought you hired SEH for Phase II. Commissioner Hull says last month we asked if we are going to continue and move forward with the Marquette Greenway Trail on Phase I and then take a look at Phase II, or are we going to just scrap the whole idea and do something else. So we hired SEH, we decided to go ahead with Phase I and:

- Continue the work and the money,
- Follow the investment that the town has already made
- Complete Phase I
- Take a look and see if we can do Phase II
 - Figure out how that works
 - How much it's going to cost
 - If we can do it
 - How we can do it

Phase I is already done. That was done prior to us getting on this Board, no one here had ever made a commitment to start moving forward. Westphal says so the money has been approved. Commissioner Hull says yes, we just need to authorize them to go ahead and prepare that scope of work.

149 Relinquishment Update

Commissioner Rogala says Global Engineering discussed Burns Harbor with regards to the 149 Relinquishment and I will ask Rongers to touch on what they came back with since she can better explain the process.

Rongers says Global prepared last month a fact sheet on the Road Diet project and as Commissioner Rogala had previously mentioned INDOT is willing to relinquish St. Rd. 149. If the Town were to proceed with that you would be picking up costs of maintenance of the highway at that time, and then in terms of development, we would begin to look at the specifics of the Road Diet and possibly a phased approach. A phased approach would mean taking different segments of 149 and doing different types of roadway improvements, or landscaping and different things to make it more pedestrian friendly. There are also some alternatives that could follow some potential grant funding streams that would look at intersection changes and things that would slow down traffic and create a more pedestrian friendly feel as part of developing this downtown area.

Commissioner Rogala says in the materials that were submitted last month, there was an alternative to “dress up” Westport and Boo Road to get the downtown feel and then make it walkable for pedestrians as well. Global is going to be working on ideas possibly putting in some type of crosswalk so people can across 149 to make the town more connectible.

Commissioner Bozak asks will the State give us more money because they aren't going to be paying for it. Commissioner Rogala says he is not sure how that works and I think it ends up going to the County, but I can't answer that question. Global will have more answers for us next month. Commissioner Hull says INDOT supports the idea, we just need to figure out. Commissioner Rogala says they support the idea, they'll take care of the bridge, but everything is ours. Once we relinquish it, it's ours. They're not going to put any money into it. Commissioner Hull asks how much will it cost us to maintain it? Commissioner Rogala says the cost of relinquishing it was given to us last month in the paperwork that was submitted to us. Commissioner Hull asks about the upkeep costs. Commissioner Rogala says, not the upkeep costs, I can ask Global to add on to that which they may already be doing. Commissioner Hull asks about the big bridge over 94, do you know yet if it stays a 4-lane or does it get taken down to a single lane. Rongers says the bridge over 80-94 has specific design standards, so as I understand from what Global said, altering that is very difficult to do and it is also very expensive. Global is going to prepare for next month a breakdown of these possibilities and then I'll also be working with them to put it into this bigger picture -- how does Marquette Green, a road diet, developing the 4-acre site fit and when can you afford what and where. That's some of the preparation that we are doing for you in advance.

New Business

Leadership Impact Study Results

Rongers says she prepared a summary of the on-line questionnaire that was sent to RDC members so you have been provided with a copy of that. Would you like me to go over what the key findings were?

Commissioner Rogala says no just go ahead and touch on where we're going next. Rongers says the next step would be to decide as a group if you would like to explore the results of the survey further or you might want to look at building capacity or furthering the direction of RDC based on them. The other thing is that I will be integrating those survey results into the document that I'm working on for you regarding our master development priorities and next steps. So you could wait to explore it further once you have the larger document.

Commissioner Hull asks if it is still a working document. Rongers says yes it is. Commissioner Hull says at some point will we put it together into a Public document so we can show the results of what we came up and what we're going to do. Rongers says yes, I am still pulling the information together. Some of it is taking data that Global has provided and integrating that into it. I will provide it to you as a working document and then you'll have an opportunity to review it so we can finalize it.

Commissioner Bozak suggests a workshop so we can sit down and discuss. Commissioner Rogala says yes, that's what I was going to say. Commissioner Bozak says his concern is that we are coming to the end of the year and a potential new RDC next year do we wait to January to do it. Commissioner Rogala says we can start discussing it next month, I think. Commissioner Bozak says he thinks it should be a special meeting. Commissioner Rogala says that's fine too, I think we can do that and asks the Board if they want to do another meeting.

Commissioner Hull asks Rongers when she will have the next version of the working document ready. Rongers says she hopes to have that in the next week. Commissioner Rogala says he will keep it on the agenda for next month. Rongers says she can put something together that's high level but meaningful. Commissioner Hull says would it be possible because our next meeting is December 14th, if we have the section that's the common goals. That is something that we already agree upon but we can review it and move forward to next steps. Then we can make some progress. Rongers says yes, whatever you like.

Façade Presentation

Commissioner Rogala says he's been nagging Commissioner Biancardi for a while, and Commissioner Hull also, on getting a facade to go with everything that we've been talking about tonight.

Commissioner Biancardi says she will give an update but first I will invite you to attend Monday's Plan Commission Meeting where we will be presenting our proposal to the Plan Commission of the facades that we are proposing to adopt. We have been working two or three months now. Bernie Poparad and I are the Committee that's been working on the facades with Kuchta and Hicks from Global. If you are familiar with the plans, currently we have some strict and detailed facade requirements for our downtown zoning but what we lacked were facades throughout town. So as a Plan Commission we decided that what we wanted to do was to have facades throughout town. So I'm going to say they're a minimum standard and I don't mean that they're not good standards. They are really nice but a place to start so that we can get those adopted this year and start moving forward with any businesses that come in. The plan once those are passed is then to look at specific areas of town and tweak those some more to the zoning that we have there. We're going to have a written document and some pictures to go along with it, so I would encourage you to come to the meeting and hear that.

One of the other things that has come out from the conversation is that some communities do matching grants for facades and that is something going forward that our Board might want to consider. We do have it as a community available through the DEDC. Once a year they offer a matching facade grant that any businesses in the Duneland community can apply for and this would just be another opportunity for our buildings in Town. I wish I could share the details with you but we haven't shared it with our Plan Commission board yet. The meeting will be Monday, November 14 at 7:00 PM. All public is welcome.

Commissioner Rogala thanks Commissioner Biancardi and Bernie Poparad for their time and hard work. Commissioner Biancardi says Bernie Poparad and I are really happy with what we worked out with Global. She says we feel if the Board likes them as well that the first of the year we could have some facades adopted. The plan from that point will then be to zero in on specific zoning in Town and look to see where we might want to increase the standard for those zones. We will have a Public Hearing for the recommendation to the Council and then the Council would

ultimately adopt them. Bernie Poparad says Kuchta and Hicks really worked hard and came up with some really nice ideas so we're not going to have pole barns or plain blank walls. We are going to have architecture and landscaping and it's really going to dress up the Town. I think you will be pleasantly surprised.

Approval of Claims Register

Commissioner Rogala says there is a \$17.20 charge without a receipt for 5th/3rd Bank. Clerk Treasurer Jordan says that charge appears on the Town's credit card and it's a Town claim for email service. That will happen every month because it is one charge to Town credit card and therefore because a majority of that charge \$130.00 some odd dollars is actually a Town charge.

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

Approval of Financial Report for the Month of October 2016

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

Good of the Order

None.

Adjournment

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

The meeting concluded at 7:05 p.m.

APPROVED on December 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