

Burns Harbor Redevelopment Commission Minutes of April 8, 2020

The Redevelopment Commission of the Town of Burns Harbor, Porter County, Indiana met in a regular session on Wednesday, April 8, 2020 in a Microsoft Teams Virtual Meeting. The meeting was called to order by Redevelopment Commission President, Eric Hull at 6:00 p.m.

The Pledge of Allegiance to the American Flag was recited.

Roll Call:

Commissioner Biancardi (Toni).....	Present
Commissioner Bozak (Roseann).....	Present
Commissioner Enslin (Brad)	Present
Commissioner Hull (Eric)	Present
Commissioner Loving (Nick)	Present
Commissioner Stone (Ronald) (non-voting member)....	Absent

Additional Officials Present

- Attorney-Clay Patton
- Karnerblue Era-Consultant-Tina Rongers
- Holladay Properties-Michael Micka
- Holladay Properties-Laura Small
- Holladay Properties-Ryan Kelly
- SEH of Indiana-Glenn Peterson
- Recording Secretary-Marge Falbo

Others Present

None

Commissioner Hull says we are meeting under Executive Order 20-04 Section 5, which allows us to hold the meeting electronically for social distancing.



We have a quorum in attendance in person and a couple of people on the call. Mike Micka from Holladay Properties and representatives from Holladay will be giving a presentation tonight. I want to thank Commissioner Biancardi for setting up the virtual meeting. This platform will get us through for the time being. Commissioner Biancardi says the presentation that will be given tonight by Holladay is available for viewing on the Town website under "Virtual Meetings." There is also a link to the document on the Burns Harbor Facebook page. Commissioner Hull says it will be a part of the public record and will be there all the time.

Approval of Minutes

Commissioner Loving makes a motion to the approve the March 11, 2020 meeting minutes. Commissioner Biancardi seconded the motion. Commissioner Biancardi-Aye, Commissioner Enslin-Aye, Commissioner Loving-Aye, Commissioner Bozak-Aye, Commissioner Hull-Aye.

Motion passed.

Reports

None

RDC Attorney

Attorney Patton says the only thing I have to report is the Arcelor Mittal land donation agreement. I have been in communication with Commissioner Hull and he is willing to attend the closing on that. I communicated with Meridian Title and there are new provisions with regards to Notaries electronically, but they are also doing curbside closings. I am not sure if they are still doing that with the new Executive Order the Governor issued yesterday, but we will try to get that scheduled later this month. I am trying to find out from Arcelor Mittal who the individual for signatory on those closing documents will be; but, as much as we can we will do it electronically and will coordinate that with them, Commissioner Hull and Clerk-Treasurer Jordan with regards to any minor funds that might need to be paid as far as closing costs.

RDC Engineer

None

RDC

Consultant-Karnerblue

Rongers says just tonight in addition to Mike Micka with Holladay Properties presenting on the Westport Development, we also have Glenn Peterson of SEH of Indiana on the line to give us an update on the Marquette Greenway. I have been working with both these project teams as well as some of the other items that the RDC is working on.

Just briefly on our grants, we have submitted the quarterly reports for the Next Level Trails—The Recreational Trails Program and continue at the CMAC Program for the two DNR funded projects: Next Level Trails and RTP. Those are under review now. We are making progress on the acquisition for the Arcelor Mittal property. We hope to close on that at the end of the month. That would conclude my report since we have both Westport and Marquette Greenway on the agenda tonight.

Duneland School Board Representative

None

Correspondence

None

Old Business

Marquette Greenway Trail Update

Peterson of SEH Indiana says a couple of things. I will start with the status of the project. We are about ready to go out to bid for Phase III. The tree clearing has been completed for the project, with the exception of the National Park Service property which they had a change of heart on how they wanted to handle that; so, currently we're going to have to wait until the Fall to get that taken care of. All of the Phase III tree clearing was done ahead of the Indiana Bat deadline. So, if you wander past the Town Hall down Navajo you can see the trees that are all down. Phase III is about wrapped up and ready to go to construction. It is currently being reviewed by the DNR. DNR is also working limited hours so it sounds like the review may take a little bit longer. The one thing I am going to ask the Commission tonight is to authorize us to advertise for bid on that project for Phase III. I believe the thought was before the end of next week to have the first

advertisement. I think we're probably going to be pushed back another week or two, but I think it's still anticipated to be out for bid before the May meeting. The intent now is to receive bids "virtually." I have a virtual pre-bid meeting (we're doing this on other projects too) and this does meet the Public Bid law requirement to do virtual bidding.

Commissioner Hull says we have two things for Peterson. One is going to be the Supplemental. Peterson says if you want me to go into some detail on that I can. So, as part of the project, we are going to have some wetland impact for the project. We've identified a site within the National Park's boundaries just north of the Norfolk-Southern Railroad tracks and west of Babcock Road. It's the Mnoke Prairie--there are some existing wetlands out there. The National Park has identified that site as a place where they would like to improve the wetland conditions. The Army Corps is on board. The National Park Service is on board. There is just some additional work that is going into this, so we need to do additional delineation work which is requiring an archeological monitor because we are digging some holes. There is some additional reporting that goes into that too. As part of that with the development of the Westport site, there is some coordination that needs to take place with the developer. They're actually going to incorporate a portion of the design into their development. So, with that we are going to be providing the Town with a credit of \$27,000 for that consultant to take over the design of the Trail through the development. I think that's it. We are wrapping up the Environmental which should be done within the next week or so. Just some fine details there. We're waiting on some comments to come back from the Department of Historic Properties with DNR. Everything is slow now as far as response goes just because no one is working full time at the State level.

Commissioner Hull says so what we have is a Supplemental Agreement letter that ties on to the contract from SEH that we currently have, and it is for an additional \$80,100. That is to conduct the wetland delineation, the permitting and everything that goes along with that. It's basically the sub-contractor. I did attend a meeting with Peterson when they went over this and how they wanted to do it. We came up with a plan with the Park Service. We will get a credit for the section in the Westport Development that Abonmarche is working on and takes the place of what SEH did. So, that makes the new amount of the Supplemental Agreement letter to increase the contract by \$53,100.

Commissioner Loving makes a motion to approve the Supplemental. Commissioner Biancardi seconded the motion. Commissioner Bozak-Aye, Commissioner Biancardi-Aye, Commissioner Enslin-Aye, Commissioner Loving-Aye, Commissioner Hull-Aye. Motion passed.

Commissioner Loving makes a motion to authorize SEH to go out for Bid on Phase III of the Tree Clearing. Commissioner Biancardi seconded the motion. Commissioner Biancardi-Aye, Commissioner Enslin-Aye, Commissioner Loving-Aye, Commissioner Bozak-Aye, Commissioner Hull-Aye. Motion passed.

Peterson says if you have any comments on the plan set, please let me know so we can get those incorporated ahead of going out to bid. Commissioner Hull says can you please get us a set of plans for the Town as public documents in case anyone wants to come in and see them. We have had so many sets of plans and changes and drawings over time. Can you maintain one current set here at Town Hall and then when you update it, can you get them to us? Please provide them to the Deputy-Clerk Treasurer. Peterson says we'll have a set there when it goes out to bid. If you want a set ahead of that, we can do that too. Commissioner Hull says we just need one set here and keep it updated and you can do that with the bid documents when it goes out.

Commissioner Biancardi says I have one question. Since the tree clearing can't be done until the Fall through the National Park Service portion of the Trail, does that mean the letting date will be pushed back for the CMAC grant? Peterson says right now there is no change to the letting date for the CMAC. Worst case scenario we'll incorporate the tree clearing into the CMAC contract.

Westport PUD Update

Holladay Properties

Mike Micka, Vice President-Development

Micka says thank you everyone for getting together at these abnormal times. This is a quick update of where we're at regarding the Westport development. If you recall we presented the Concept Plan to the Plan Commission and also shared it with the Redevelopment Commission members. The Plan Commission made a motion to approve the Concept Plan and the RDC approved the next level of tasks for the design team to go on to the PUD Application process. That is what we're in the middle of right now. The design team is still working. Most people are

working from home. We're meeting often via conference calls to go over the Plan, but the PUD Application is due on April 17, 2020 and you will have the Application in hand by April 17, 2020 and then we will present that to the Plan Commission at the May meeting. Then for a second reading in June. Things are continuing to move forward on the full development of the PUD. Additionally, the Redevelopment Commission engaged Holladay Properties and our design team to come up with a Schematic Plan for the Westport Community Center. We have been working on that for about the last eight weeks or so and at this point I would like to turn it over to Laura Small to share the Plan with the team and go through the design that was part of that.

Holladay Properties

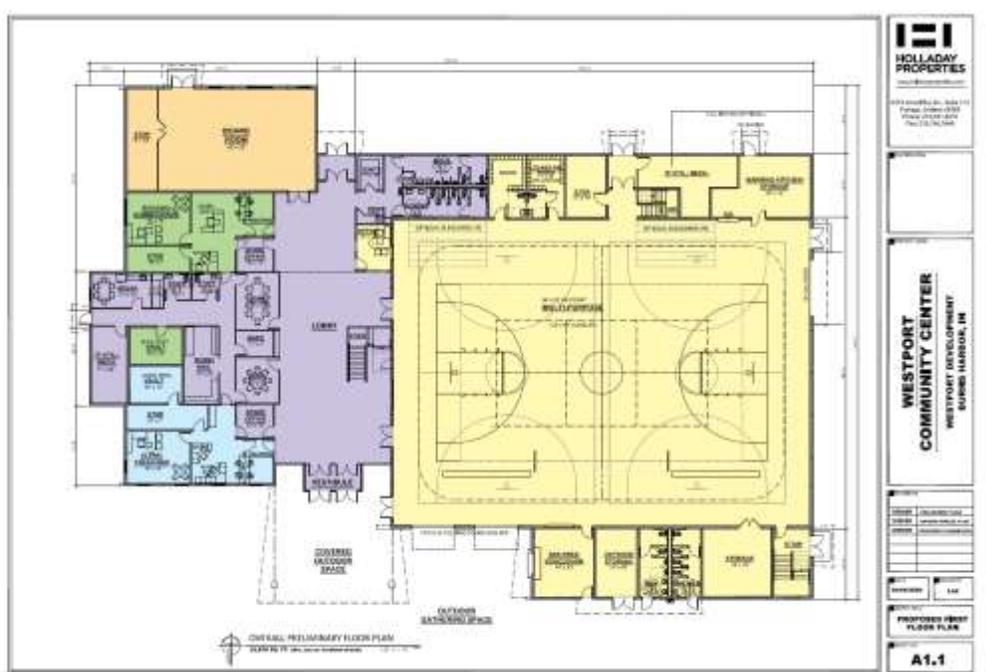
Laura Small

Project Architect

Small says I will begin drawing sheet A1-1 which is the overall preliminary floor plan. Last Fall we met with Town staff and started doing interviews with the different Town departments and what their needs were. Once we created a scope of work and received input from the different Town staff, we started looking at the building. At one point, we were contemplating two separate buildings. One for a Municipal offices area and another for the Community Center. But as we started looking at the overall project, we had determined that there were so many shared spaces that would be needed by both facilities that it made the most sense to combine it into one building.

The blue area in the bottom left corner is the Clerk-Treasurer department. They needed this area to be able to come in and pay your bills. That is a fully walled off area with glass windows. It is a secured space with an area to slip paperwork through. There is an office for the Clerk-Treasurer, storage space and off of that the vault area. There was a need for the Clerk-Treasurer and Building Department to have a secured vault area for the type of records that the Town has to maintain.

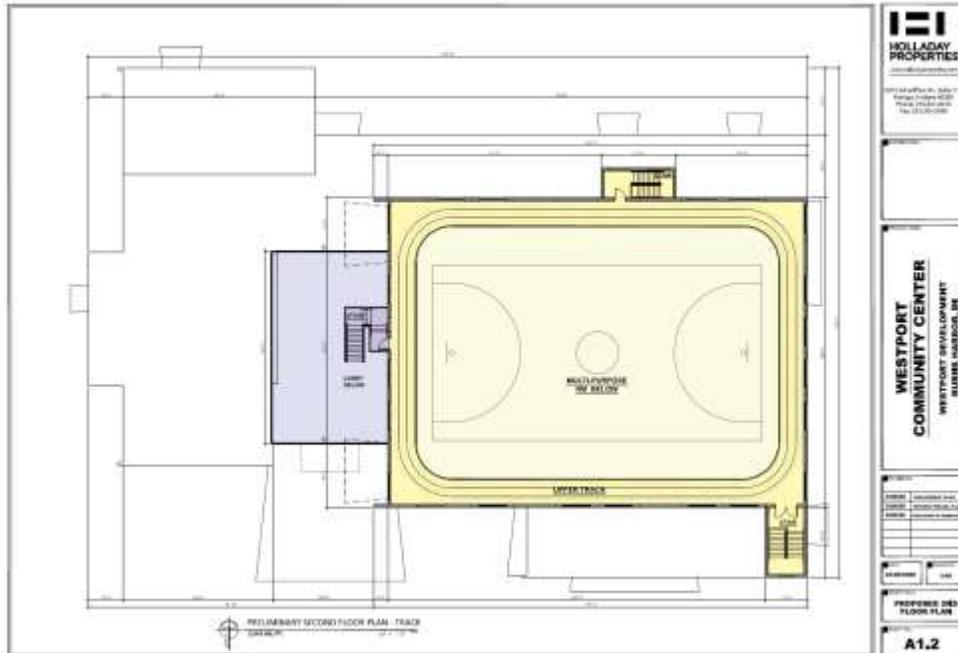
The purple shading is shared spaces such as conference rooms, a work/mail area, printers, a maps area where you can store the maps and view them easily. Down the back wall you have staff restrooms and also a break room/coat area along with a utility/mechanical type room. We planned for possible future offices, i.e. inspector's office or possibly an engineer's office and also business offices for Town board members.



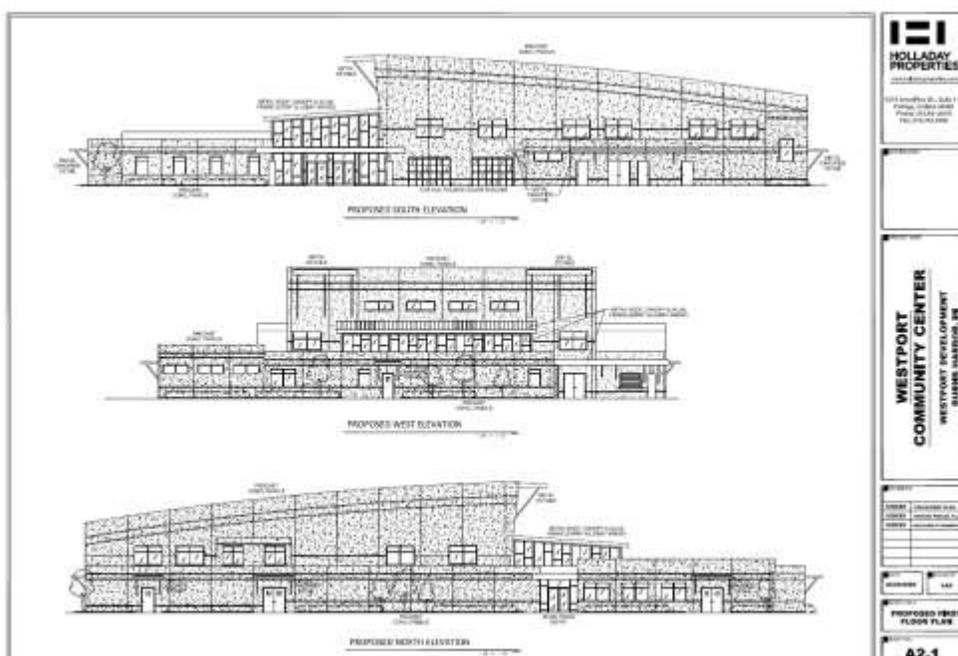
The green area is the Building Department and that space would entail an area that people can come into and a secure entrance back to the rest of the department. Again, a secure area with some glass. There is a staff administrative area and the Building Commissioner's office, storage and a vaulted area.

As we come back into the lobby space to the very top northwest corner of the building (the light orange color) would be the Boardroom and an area for storage of the tables and chairs. The Boardroom could have separate functions and through discussions maybe have a yoga class or rent out the space. We are looking at this facility to be able to use different rooms in multiple ways, so it is accessible and available for the Town and all the Town members. Back out in the lobby area on the northside we have another entrance way from a big parking lot to the north and a set of shared restrooms which can be shared by the multipurpose room or if there are large events in the open lobby area.

The next space would be the yellow multipurpose room. Right now, we are showing a full-size basketball court in the center space. There is an option to have some bleachers if there is a need but right now it's just shown as a dotted area. To the north of that we have some proposed locker rooms, more storage, Information Technology. In the far northeast corner of the building would be an area for a warming kitchen and a bar type area in the event it would be used for a rentable space. On the south side of the multipurpose room there are some outdoor spaces. We have a bar and concessions type area that can be serviced from the outside but then also another one from the inside of the space if there were an event. There is outdoor storage and outdoor restrooms. It was discussed that the Town would like 24-hour access restrooms that were available along the Marquette Greenway Trail. Then we have more gym storage and a couple sets of stairs that actually go up to an elevated track. Sheet A1-2 shows the elevated track. We are proposing to have this area accessible from the lobby space. There are a couple other stairways – one on the north and one in the southeast corner.



Sheet A2.1 shows the proposed elevations we are looking at. It was decided that the precast concrete panels were going to be our most economical and best way to approach this large space of the multipurpose. In the top right corner of the proposed south elevation is the multipurpose room. It is a larger structure because of the elevated track that would be on the inside of that space. Next to that space just to the west of the large curved wall would be the lobby space. Glass and steel would be used which would provide a connection to the steel mills and heritage of Burns Harbor. The next proposed elevation gives you a look from the west. You can see that the left side is the boardroom. It is a little more elevated height in there allowing us to have some taller ceilings. Then the rest of the office space. A door to enter from the west. Above that you can see the glass that would allow light and an airy feeling coming into the lobby space and behind that the larger structure of the multipurpose room. To the right you can see the large canopy covered area.



The proposed north elevation is the multipurpose room on the left with the lower roof area being the warmer kitchen, storage, locker rooms and all the necessities that go with that space. Then the glass entry from the north. Then to the right you would be looking at the boardroom.

Sheet SP-1 would be the current Concept Plan.



This was from our proposal packet that we had in early February which showed the Concept Plan.

CURRENT CONCEPT PLAN

OVERALL:

Municipal offices: 7,500sf

Community Center Building: 15,000 sf
(kitchen, gym, storage, restrooms/lockers, etc.)

Townhomes: 40 total
(25'x125' lot with 2 car rear loaded garages and 2 car rear driveways off alley)

Apartments: 138
(located in 5 buildings, 3 stories each)

Commercial space: 5,832sf total
(Located on lower level of 3 apartment buildings)

Parking: 628 total,
(153 on-street, 275 lots, 200 townhomes)



Westport Development

HILL ADAM ARCHITECTS ABONMARCHE SMITHGROUP

I wanted to show you this so that get a feel for the overall space and the whole 32-acres there. Again, in relation to where we are positioning this building, it would be what is shown there in blue. The Marquette Trail is going right through the site and we are right above that just to the north. It just gives you a feel for the location of where it sits on the overall site.

Going back up to Sheet SP-1 the current Concept Plan. It is the orange colored building along with the orangish brown represents the different canopies in the space. Then to the south, the Plaza space which would be the stamped concrete area. Our idea there is to allow this space to flow into the rest of the area and then into the rest of the development. So, when this area would be used for larger gatherings that portion of the street could be closed off. We also have the Marquette Greenway Trail which goes through the site. This gives the opportunity for anyone on the Trail to stop at this building. It shows main parking on the north and west sides.

This is a night view standing in the southwest corner of the building and being able to see the Plaza space and the light columns we are proposing in the Plaza space. A little bit of greenery with some shrubs to the southwest side. The parking lots and the building in the background with the canopies and the way the building could possibly be lit at night.



Here is Plaza space again looking at the light columns. You're able to see the building in the background. The multi-purpose off to the right. The lobby area with a lot of glass. We are showing a feature in the center, maybe a fountain. On the right you can see the concessions. To the right of the covered canopy entry you see those glass doors. What we are think there would be foldable overhead doors that would allow the "outside in" and the "inside out" to these spaces.



This is looking Northwest in the Plaza area. To the right you can again see the concessions area.



This is a view from above. This gives you a feel for the mass of the building on the site. It will really fit in with the development.



This is another good indication where you can see the Marquette Greenway Trail off to the right. As it turns right in front of building is the area where you are going to be able to get to the restrooms, the outdoor storage spaces and the concessions.



Thank you for allowing us to make this presentation to you tonight. We are very excited about the possibility of getting the building built for you.

Commissioner Loving says the only issue I have is the vestibule at the main door on the left-hand side. There are a lot of doors accessing the lobby and there are a lot of entrances into the office space. Do we need that many access points into the town offices? Can we eliminate some of those doors? Just for the sake of security, do we need that many doors accessing that entire space? Small says this is just a schematic phase and only 30% completion and overall scope of the building. Once we get into the next Phase, we really start getting into more detail with security issues and so forth.

Commissioner Hull says I sent this out to everyone on the Commission. I know these plans have changed a little bit since the previous ones and there was nothing but positive comments and good feedback. No one has submitted any questions, complaints or concerns.

Holladay Properties

Ryan Kelly

Vice President of Planning and Design

Kelly says in addition to the schematic design presented tonight we want to submit a Development Services Agreement proposal for your review and consideration. Our hope is to return before this group at the May meeting to answer any questions you might have on the proposal and to see if there is a consensus to proceed with the services outlined in that agreement. The Development Services Agreement is really the next step in keeping the Westport Community Center moving forward. The proposal at its core is to provide the Town of Burns Harbor with a team of design and development professionals that are required to move this project from the schematic design phase which we are reviewing tonight to the next phase which includes final planning, design, permitting and support oversight during the actual construction phase of the project.

I do want to briefly explain the structure of the proposal and highlight just a few macro-level items on the proposal. You will see that is comprised of two main services. The first being architectural and structural design services and the second being project management services. I want to touch on both these items.

The architectural and structural services portion is intended to provide for the final design of the building itself. In essence, we will be continuing where schematic design left off (once that's approved) and working on the final detail design development of the building. That will culminate in construction documents to be used for contractor bidding, permitting and the construction of the building.

On the project management services portion of the proposal is really going to provide for dedicated management for the project. All the way from pre-construction through construction. A couple of items would include managing all of the design partners. Managing the pre-construction schedule so everything is hitting timelines. Managing the project financials and moving forward into the project. It will give Burns Harbor the team to take this project from final design to completion. This is a brief overview and I hope everyone will look at the proposal and read the detailed scope. I appreciate that you let us present and submit that tonight.

Commissioner Hull says I'm not sure everyone knows but Kelly took A. J. Monroe's position at Holladay Properties. They did submit this proposal to us tonight but we're not taking action on it as of now. It is to review over the course of the next week or two and give Attorney Patton time to look at it also.

New Business

None

Approval of Claims Register

Commissioner Biancardi makes a motion to approve the Claims Register. Commissioner Loving seconded the motion. Commissioner Bozak-Aye, Commissioner Biancardi-Aye, Commissioner Enslin-Aye, Commissioner Loving-Aye, Loving-Hull-Aye. Motion passed.

Approval of Financial Report for the Month of March 2020

Commissioner Bozak makes a motion to approve the Financial Report for the Month of March 2020. Commissioner Biancardi seconded the motion. Commissioner Biancardi-Aye, Commissioner Enslin-Aye, Commissioner Loving-Aye, Commissioner Bozak-Aye, Commissioner Hull-Aye. Motion passed.

Good of the Order

Commissioner Hull says I want to thank everyone from Holladay, Mike, Ryan and Laura for excellent work you have done, and I know everyone is excited about it. Thank you for being here tonight. The work that Holladay is doing is only for the Town Hall building. This is separate from the entire 32-acre lot. This is a project inside of that. Keep that in mind. As Peterson said, the Trail is coming along. The State has not pulled back any of the grant funds so we're still trying to push forward as far as we can until someone asks us to stop. Hopefully soon we'll be able to put some people back to work which would be most important and the economy will be ready for that.

I do have one other issue and that is the funding for the Fire Department. We need to action on that today. We as a Commission, set aside \$100,000 at the end of last year for budget this year for other things. Currently, we made a transfer of \$50,000 to the Fire Department to cover salaries for the first quarter of this year and it covered the first quarter just as we thought it would. We need to do it again for the next three months. Fire Chief Arney understands the RDC cannot continue to fund it. Ambulance service in the Town is a priority. We are looking for alternative methods to fund it. I have talked with Chesterton to see how they are dealing with the same situation we experienced with Superior and basically right now they're relying on the County. They are fortunate because the hospital is right down the street and they have ambulances parked in Chesterton. I want to know what you guys want to do. Commissioner Biancardi says can we provide for the next payroll and then have a discussion. Commissioner Hull says for me I think it's a better move for us to go with the \$50,000 for the next quarter. It gives us 90 days to come up with a solution for this or another plan. The responsibility here is the same as we do with the Police Department and that is to provide protection for our residents. Commissioner Bozak says so with the money that is put aside, the \$100,000, if we weren't paying the ambulance what normally would that go towards. Commissioner Hull says primarily it's for redevelopment and/or development for the projects and the things we're working on and unforeseen things that may come up. Commissioner Bozak says so then if we give the other \$50,000 for the ambulance that would leave us with nothing if something were to happen. Commissioner Hull says that leaves us with nothing allocated in our...Commissioner Loving says in the current iteration budget. Commissioner Hull says that is taking our priority list and determining what our priorities are, i.e. the Trail, Westport, Haglund Road Trail, etc. These are things we want to do but have to push back if we want to continue funding the ambulance. I believe everyone on all the Town Boards are looking for solutions or a way to fund this anyway we can and we're going to do everything we can until then.

Commissioner Loving makes a motion to approve the transfer of \$50,000 and authorize Clerk-Treasurer Jordan to withdraw money from the proper account. to cover the second quarter of the ambulance service. Commissioner Bozak seconded the motion. Commissioner Enslin-Aye, Commissioner Loving-Aye, Commissioner Bozak-Aye, Commissioner Biancardi-Aye, Commissioner Hull-Aye. Motion passed.

Adjournment

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

The meeting concluded at 7:15 p.m.

APPROVED on May 13, 2020

REDEVELOPMENT COMMISSION
FOR THE TOWN OF BURNS HARBOR

Eric Hull, President

Brad Enslin, Vice President

Toni Biancardi, Secretary

Roseann Bozak

Nick Loving

ATTEST:

Marge Falbo, Recording Secretary