

**Burns Harbor Redevelopment Commission  
Minutes of Wednesday, June 5, 2019**

The Redevelopment Commission of the Town of Burns Harbor, Porter County, Indiana met in a rescheduled session on Wednesday, June 5, 2019 in the Town Hall. 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 Enslin (Brad).....	Present
Commissioner Hull (Eric).....	Present
Commissioner Loving (Nick) .....	Absent
Commissioner Poparad (Ray) .....	Present
Commissioner Stone (Ronald) (non-voting member)....	Absent

**Additional Officials Present**

Attorney-Clay Patton  
Clerk-Treasurer Jane Jordan  
Fire Chief-Bill Arney  
Karnerblue Era-Consultant -Tina Rongers  
Chesterton Tribune-Lily Rex  
Recording Secretary-Marge Falbo

**Others Present**

Sarah Oudman  
Sam Falbo

**Approval of Minutes**

Commissioner Poparad makes a motion to the approve the May 8, 2019 meeting minutes. Commissioner Biancardi seconded the motion. Commissioner Biancardi–Aye, Commissioner Enslin–Aye, Commissioner Poparad–Aye, Commissioner Hull–Aye. Motion passed.

**Reports**

**Commissioners**

None

**RDC Attorney**

None

**RDC Engineer**

None

**RDC**

**Consultant-Karnerblue**

*Marquette Greenway Trail Update*

Rongers says just an update on the Marquette Greenway. We are still waiting for the Next Level Trails Grant Agreement and executing that. So, we are still in the grant award stage of that aspect of the grant.

We have the 30% design to be completed here at the beginning of June. SEH is leading that up and that document is required as part of the environmental assessments that’s under way.

*Holladay Properties*

Commissioner Hull says we did attend a meeting with Holladay not that long ago and they’re in the process of putting together an overlay that we can all follow. A description of things as we go from a high level and then broken down into some other pieces, so that is going to take a little bit of time to get to us.

Commissioner Biancardi says as we move forward they intend to be at the meetings to provide updates. Commissioner Hull says, yes, and we talked to them about not being here if there is nothing to report or present.

### **Duneland School Board Representative**

Commissioner Stone says I haven't been at the meetings for the past few months because I have had a lot of meetings with the Referendum and the new Superintendent, but I think we have that all worked out.

Commissioner Poparad says how is the attitude over the new laws that are being passed in regards to bus arms for stop signs. Are the drivers excited about it? Are they leery?

Commissioner Stone says I think the bus drivers and the bus barn are very excited about that. They've had a lot of issues with people passing. It's going to be a thing. A lot of it is how you pick the kids up. Where you're dropping them off. Where you're picking them up.

Commissioner Poparad says I know here in Town, our department through Chief Mike Heckman and their officers on the road have been very active. When the buses come through, there are usually two officers on the road in Town. Just because of where we are located.

Commissioner Stone says you guys have always been great. Since I've been on this Committee you guys have been the best I've worked with.

Commissioner Poparad says they're our kids too. Commissioner Stone says absolutely.

### **Correspondence**

#### *Overlapping Tax Units*

Hull says we have Overlapping Tax Units – No excess assessed value in its Tax Allocation Areas for 2019 pay 2020.

Clerk-Treasurer Jordan says all of those overlapping taxing units received the same letter that I sent to the County Auditor, Vicki Urbanik, as required by law. It is also uploaded to Gateway and that also happened prior to the deadline on June 15. That is also an addition to the law. It has to be uploaded to the State's website. This newest law that was adopted last year 37-7-25-8 requires you as a Board to invite members from each of those overlapping taxing units to one of your meetings. It doesn't have to be a Special Meeting. It can be one of your regular meetings indicating three main things:

1. You have to cover your TIF budget,
2. Your long-term plans for the TIF area, and
3. The impact of the TIF area to these overlapping taxing units

Those are the things that you need to cover in your meeting. If those taxing units say we will or will not attend your meeting but, for instance, the School Board says we would like you to attend our School Board meeting and present this. You would have to send somebody there. It doesn't say specifically you have to do it by a certain month or at a certain time of year, but you certainly have to start doing that this year.

Commissioner Poparad says you have to put the invitation out there. Clerk-Treasurer Jordan says right. The State is not giving direction on how you can invite them, i.e. a letter, just that you do invite them. They are not necessarily giving direction on how you present that information either. But, I have in my possession a couple of units who have done this already and they did a PowerPoint presentation, it's very nice, very well done. It doesn't necessarily need to be elaborate. If you would like to see those, I will pass them along. Commissioner Hull asks Clerk-Treasurer Jordan to email them to him and copy Commissioner Biancardi on that as well. I guess we need to hold a meeting and cover that and just let them know when that meeting is going to be. Clerk-Treasurer Jordan says yes. Commissioner Biancardi says and you said before the end of the year. Clerk-Treasurer Jordan says, yes, before the end of the year. Commissioner Hull says once I've had a chance to look at those presentations, I will report back at our next meeting and we can decide what we want to do.

Clerk-Treasurer Jordan says something you may want to think about regarding the impact of the TIF area to the taxing units. Because the School is funded differently this year, I emailed the Auditor to find out if they could give us some insight as to how the Schools are now going to be affected by this TIF district. Previously they were affected because they wouldn't get the CCD money and now you don't have that fund. You're funding mechanisms are different, your funds

all together are different starting this year. I have asked several people, some of my colleagues, some at the State level what that is going to look like and I haven't gotten a clear understanding of that yet. I have reached out to the County Auditor now to see if she is more familiar with the law. They have annual meetings for the State-wide County Auditors and they have already met this year, so I'm wondering if she doesn't have some more insight.

Commissioner Stone says Lynn Kwilas would know, she is very good with that. Clerk-Treasurer Jordan says we may need to know that information and hopefully we will have that soon.

Commissioner Hull says how does all that impact with the changes with the School funding and the money that we give to the School. Clerk-Treasurer Jordan says that is the largest reason why I feel we need to know that information. Previously, the grant money was calculated based on how much money they would have received had we not had a TIF district in their CC fund. That's gone away. So I need to know how to calculate that. I will try Lynn, the County Auditor and we'll try and get something for next month. Commissioner Hull says we have to figure out the best way to do it. Clerk-Treasurer Jordan says we need to figure out before your August payment is due how we need to calculate that number. Commissioner Hull says we may need just to reword that agreement to outline the new formula to calculate. Clerk-Treasurer Jordan says the current formula is 15% of what you would have lost in your CCD and 15% of any tax abatement fees that are collected by the Town. That's how it's calculated now, but we'll figure it out.

#### *Ambulance Staff Salaries*

Falbo says on two separate occasions the RDC approved \$50,000 for the Ambulance Staff Salaries for a total of \$100,000. To-date we have paid out \$90,620.33. The average payroll is \$11,000 so we will not have enough money for the upcoming payroll the second week of June.

Commissioner Poparad says I talked to Clerk-Treasurer Jordan, the Fire Department's non-reverting ambulance fund has \$37,930.00, correct Jane? Clerk-Treasurer Jordan says, yes. We would have to have an additional appropriation to utilize that money which takes roughly six weeks. Clerk-Treasurer Jordan says the RDC would have to make an additional appropriation to use the funds that the ambulance service has brought in through billing, and the process of advertising the additional and holding a public hearing would take the Board to its July meeting.

#### Discussion

Commissioner Hull says ambulance service is billing out quite a bit and I understand it takes at least 90 days for the Town to get a check after a bill is sent. Commissioner Poparad says to Clerk-Treasurer Jordan, can we at budget time set this up to when this money comes in it can automatically be used or do we have to have an additional appropriation every time. Clerk-Treasurer Jordan says, no, you can set it up at budget time. You had not planned for the ambulance service at the time we set this year's budget and that's where we're having that problem. Commissioner Hull says at budget time we can budget for next year and pull this automatically. Clerk-Treasurer Jordan says correct.

Fire Chief Arney says Clerk-Treasurer Jordan gets both those revenue reports from the billing company and that's where I'm pulling those numbers from. Directly from those spreadsheets they send us usually the first of the month. One thing I have seen, and Clerk-Treasurer Jordan has looked it over close enough, we're starting to see a little bit of a quicker response of the revenue coming in and each month the payments are coming in a little bit quicker. We're starting to see a little more revenue. Like Clerk-Treasurer Jordan says our average payroll is about \$11,000 per pay period. It's about \$20,000 a month, \$20,136 is what my scheduled payroll says and that is 26 employees for 1,428 hours. So that is give or take if there are holidays in there. We are starting to see that escalate a little bit.

Commissioner Hull says the RDC is committed to maintaining the Town ambulance service, though it isn't yet funding itself. We knew what we were getting into when we started this. We knew this was going to be something we'd have to work through, and we still don't know all the hurdles.

Commissioner Poparad makes a motion to allocate \$25,000 from RDC until the additional appropriation goes through. Commissioner Biancardi seconded the motion. Commissioner Poparad-Aye, Commissioner Biancardi-Aye, Commissioner Enslin-Aye, Commissioner Hull-Aye. Motion passed.

#### **Old Business**

None

## **New Business**

Commissioner Poparad says to Rongers, have they given us any more of a deadline when they will respond for the Marquette Greenway Trail. I know it's in review right now. Am I right in that statement? Rongers says the Environmental is expected in October. Commissioner Hull says it's slow but it chugging along.

Commissioner Hull says a couple of residents and a couple of different individuals have talked to me about the signage around Town. We have a name for that, correct. Rongers says, yes, Wayfinding. Hull says a lot of the signs in Town are worn out, falling apart, hidden by trees or point to places that no longer exist i.e. the sidewalk to nowhere. We would like to take a look to see what it would cost and what it would take to replace a lot of these signs. Rather than hire a firm or pay someone from the outside to come in and do that, I thought someone here on the Board would be interested in getting their feet wet with that. Take the lead on that. Commissioner Enslin? Clerk-Treasurer Jordan says I kind of saw that coming. Commissioner Hull says we don't want to spend money to hire a firm to find out what signs are bad, what signs need to be replaced and what would be a good recommendation to replace them with. Commissioner Enslin says right now we are in transition, I don't think we need to go out and do Portage style signs, which are extremely expensive, until we know what is going to go where and what it's going to be called. The blue style signs that we have been using might be a way to go. Commissioner Hull says what I'm looking for is an inventory of what we have and what's bad and then what we could... Commissioner Poparad says as the RDC Board, let Commissioner Enslin take the lead on this and we will get it set up to where he can meet with Street Commissioner Melton and they can do an inventory and we'll go from there. We will mention it at our Council meeting for Street Commissioner Melton to work with him and get it going. Commissioner Hull says to Commissioner Enslin are you good with that. Commissioner Enslin says sounds good. Commissioner Hull says done. Commissioner Poparad says consider it done.

## **Approval of Claims Register**

Commissioner Poparad says I haven't seen it yet. Clerk-Treasurer Jordan says can I add something to that. There was some misunderstanding or some disconnect this month, so the Claim Register doesn't include Rongers Karnerblue Era's invoice for May. I did prepare her check and it will appear on your Claim Register for July's meeting. Could the minutes reflect that you approved Rongers claim since it really isn't in that Claim book, so she can get paid timely. Commissioner Biancardi says do we need to sign this separately or just give it back to you. Clerk-Treasurer Jordan says I don't think you need to sign it separately, I just need permission to go ahead and let Rongers get paid timely. Commissioner Hull says let the minutes show that there is an additional invoice that did not make it into the Register, but everyone has to look at it and approve it so that Rongers can be paid. Clerk-Treasurer Jordan says there was also a Purchase Order submitted by the Fire Department for some additional work at the Fire Station and I believe you have already approved this; but, because it is coming out of your budget, the Purchase Order will need to be signed for that as well. Commissioner Hull says we'll come back to that. Clerk-Treasurer Jordan says to Falbo that Claim # is APB #523. Fire Chief Arney says there isn't a whole lot left for the Fire Station. We've got paving and completion of the bathrooms. Commissioner Hull says everything in here is what was expected and I don't think there is much more. Fire Chief Arney says that's correct. Clerk-Treasurer Jordan says the Fire Department Purchase Order was something that was already expected, it's just the process. Fire Chief Arney says the asphalt didn't happen because of the rain. Clerk-Treasurer Jordan and Commissioner Hull say that does include Rongers Karnerblue Era's invoice as well.

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

Clerk-Treasurer Jordan says the County Auditor has reached out to us. Your tax abatement fees will be \$276,070.89 and you should see that Friday, June 7, 2019. Commissioner Biancardi says we are getting a check for that! Clerk-Treasurer Jordan says, yes, on Friday. That is the tax abatement fees from Praxair and Mittal. Praxair is \$100,000 and the remainder is from Mittal. Your TIF revenue will come in on Friday, as well, and it is \$501,348.13. Those should be in the bank account on Friday.

## **Approval of Financial Report for the Month of May 2019**

Commissioner Biancardi makes a motion to approve the Financial Report for the Month of May 2019. Commissioner Enslin seconded the motion. Commissioner Biancardi-Aye, Commissioner Enslin-Aye, Commissioner Poparad-Aye, Commissioner Hull-Aye. Motion passed.

**Good of the Order**

*Food Truck Square*

Oudman from the audience says I'm just concerned about Food Truck Square. Yesterday on the Facebook page they put up what they are having this week. We've expanded and if they all show up we have one more thing. *There were a lot of comments, i.e.: "This is it", we thought because it was once a month there would be more vendors there.* I don't know what happened, but all the comments were taken down last night. Commissioner Hull says I can tell you the little bit that I know. Many of the vendors that were here last year are gone. They are not showing up anywhere. They're not showing up to the Chesterton market. Nobody knows where they are, they are not doing business. There are three or four that just did not show last time. The Chamber found a couple of replacements that they have access to. One thing we've decided is we are not going to go putting more money towards it. We'll let it go out through the rest of the year and see what happens.

Commissioner Poparad says give it another month and see what happens, if the same thing happens then we're done. That's my opinion. Commissioner Hull says in my opinion there was a lack of symmetric but then after a little bit of homework there were some more things at play and then just somebody not doing their job. It's their struggle.

Commissioner Biancardi says I just talked to Durham at the Chamber and I said please let us know what support we can provide. She had mentioned to me that some of the vendors aren't around. I asked about the vendors from last year and she said no, they are not doing it or they are not able to contact them. I saw the post as well, so I'm hopeful that everyone shows up and it goes well. Commissioner Poparad says that's all you can do.

Oudman says I don't know if there is anyway then that maybe they could be encouraged to put something up that says we are trying to get more vendors, or something like that, just so the public knows.

**Adjournment**

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

The meeting concluded at 6:34 p.m.

**APPROVED on July 10, 2019**

REDEVELOPMENT COMMISSION  
FOR THE TOWN OF BURNS HARBOR

\_\_\_\_\_  
Eric Hull, President

\_\_\_\_\_  
Brad Enslin, Vice President

\_\_\_\_\_  
Toni Biancardi, Secretary

\_\_\_\_\_  
Nick Loving

\_\_\_\_\_  
Ray Poparad

ATTEST:

\_\_\_\_\_  
Marge Falbo, Recording Secretary