

**Burns Harbor Redevelopment Commission
Minutes of Wednesday, June 6, 2018**

The Redevelopment Commission of the Town of Burns Harbor, Porter County, Indiana met in its regular session on Wednesday, June 6, 2018 in the Town Hall. The meeting was called to order by Redevelopment Commission President, Kevin Tracy at 6:00 p.m.

The Pledge of Allegiance to the American Flag was recited.

Roll Call:

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| Commissioner Enslin (Brad)..... | Present |
| Commissioner Hull (Eric)..... | Present |
| Commissioner Loving (Nick) | Absent |
| Commissioner Rogala (Marcus) | Arrived Late |
| Commissioner Stone (Ronald) (non-voting member).... | Present |
| Commissioner Tracy (Kevin) | Present |

Additional Officials Present

Attorney-Clay Patton
Consultant, Karnerblue Era-Tina Rongers
Global Engineer-Jeff Oltmanns
Recording Secretary-Marge Falbo
Chesterton Tribune-Lily Rex

Others Present

Porter County Councilman-Andy Bozak
Burns Harbor Clerk-Treasurer-Jane Jordan
Sarah Oudman
Sam Falbo

Approval of Minutes

Commissioner Hull made a motion to the approve the April 11, 2018 meeting minutes. Commissioner Enslin seconded the motion. Commissioner Enslin-Aye, Commissioner Hull-Aye, Commissioner Tracy-Aye. Motion passed.

Reports

Commissioners

Commissioner Enslin says I would like to entertain putting on the agenda a map of proposed trails and I believe Commissioners Tracy and Rogala have been working on that. It would be a good idea to actually work on and publish such a map. Commissioner Tracy says the idea is something that shows where our intention is to connect neighborhoods and identify what the plan is. One way or another it will be a physical map and we will get that on the agenda for next month.

Commissioner Hull says last week I received a phone call prior to the kick-off of the Food Truck Square about the weather that evening. I had some difficulty getting a hold of anyone, so we made the decision to postpone the kick-off. It did get out to social media fairly quickly but we need to be prepared in the future.

Attorney

Attorney Patton says with regard to the purchase of the McCauley property I know that the realtor is scheduling the closing and I don't know if we're going to discuss that now or later. Commissioner Tracy says we'll discuss that later in the evening.

RDC Engineer

Global Engineer Jeff Oltmanns says I have a couple of items. One of them is I want to discuss with Attorney Patton the BP easement agreement. There is some language we presented to them and they had some language that they didn't agree with so I wasn't sure if there was anything we can take action on tonight. Or, can we get a conditional approval to work out that language for easement agreement that we could maybe per your approval of the final language to get something approved to go ahead. Attorney Patton says I hadn't had any other comment from the RDC members. That would be an easement that they are signing to us, it's not something we

necessarily approve by signing the document, it's more by acquiesce. It's an easement that BP would be signing. Is there something BP is asking us to sign? Oltmanns says I didn't see anything. It might have just been approval of the language and that was the main thing. Attorney Patton says I suggested to them to essentially withdraw all prior easements and they're not comfortable doing that. They just want to give a new description, I guess, is the best way to phrase it. To clarify, the easement is 25 feet on either side of the center of the pipe and not every document, especially when we're going back to 50s and 60s, did not describe it that way.

Oltmanns says the second item I have is just a brief update about the four-acre site progress. We did have a meeting on May 11, 2018, with Commissioners Tracy and Rogala regarding the project and went through some of the items regarding some of the amenities and some of the materials. I have updated plans here if anyone is interested. Other than that we're just pushing through to getting those plans completed. Commissioner Tracy asks if there is a timeframe on that. Oltmanns says I think BP has to review final plans when we get that completed. I know we are trying to get the design, the grading and all the detention, etc., out of the way now and then we'll be getting into some of the finer details of specifications and actual materials of the fire pits, etc. So, we are working our way down to those minute details. I don't know an exact timeframe at this point in time but we're definitely getting to those finer details right now. We are making some pretty good progress on everything. Commissioner Rogala says due to my departure, I just want to update you and the Commission to make sure that this gets done. I've talked to Khalil as well. You have to start on the pavement in the parking first, so that way we have enough room for parking. So, you could put that at the top of your list because when construction does start, you have to have room out there to park. Oltmanns says so pavement and parking goes first. Commissioner Rogala says if the square is still going on obviously.

RDC Consultant-Karnerblue

Marquette Greenway Trail

Rongers says just an update on the Marquette Greenway. We did submit the RTP Grant to DNR and a site visit was held earlier this month and I see we have that a little further down on the agenda. We had an opportunity, Commissioner Tracy and I to meet with the SEH team regarding Marquette Greenway as part of talking about the scope of work for the RDA application. The first step in that process is a letter of interest. So we are continuing right now to work on what that potential scope would look like given that the alternative route alignment is Marquette Greenway from Babcock along the river to drop down the eastern side of the property and then bring it down to the four-acre site. So that does require some additional environmental assessment field work that could be required for NEPA. We are just waiting on SEH to get quotes on that additional work. We will be bringing forth the budget modification for that. They did not have all the figures in time for today's meeting but they are working on it.

Four-Acre Site

Rongers says as you see across the street the Food Truck Square had a ribbon cutting today. We also submitted the Quick Grant which is a Quick Place-Based Impact Grant through the Indiana Office of Community and Rural Affairs ("OCRA"). We requested about \$2,500 to support bringing Arts programming to Food Truck Square this year. That would increase our number of Youth Orientated Arts Programs, so we look forward to hearing back from OCRA. It would probably be, I think, in early July that they would announce that. It is my understanding that the shipping container has been delivered and I look forward to seeing it. Commissioner Rogala says it's definitely there.

Business Incentive Program

Rongers says we've had an opportunity just to talk about next steps. Again, that's reaching out to local businesses and looking at a prioritization to that outreach to talk about business incentives for local businesses. Just continuing to research Grant opportunities that would help supplement the work that we're doing along the four-acre site or some of the proposed Trails that we're looking at. But, there are no new grants at this time to report on.

Old Business

Commissioner Tracy says Rongers touched on some things with the Marquette Greenway Trail. We did the walkdown for that and it went well I thought. One of the things that we heard about was trying to get the plan together for the entire area. That was with SEH. Commissioner Tracy asks Rongers if they come back with anything yet. Rongers says they did not, again, that was part of looking at what the potential RDA scope would be for the funding request. So, we were talking about how to pick some of the prior plans and the Live Work Lean Play ("LWLP") and place some of those and look at how that might be packaged for an RDA ask. I think we'll have something probably by the next meeting or at least a draft.

Survey for Town Residents and Businesses

Commissioner Tracy asks Rongers what the status is on the surveys. Rongers says I received some additional questions that need to be inserted in that. I look to have that next week for you. The on-line version of the paper copy. Commissioner Tracy says we will be sending paper copies out to all the residents in Town, correct. Rongers says it was my understanding at the last meeting that we were going to have an insert in the Water bill with the link to the on-line survey and paper copies available here at the Town Hall. Clerk-Treasurer Jordan from the audience says I don't know that we can send it with the Water bill. If you want to wait until November that's when the next Sewer bill goes out. Commissioner Rogala says we'll send out a postcard with a link and if they don't have on-line then they can come in a paper copy. Commissioner Tracy says we'll mail something out to the residents so they have that. Commissioner Rogala says Rongers mentioned getting together with the businesses. Does anyone want to be involved with those to see what they are looking for as far as Town improvements? Commissioner Enslin says sure. Commissioner Hull says daytime is difficult but if we had after hours I'd be able to help. Commissioner Tracy says it will be either myself and Commissioner Enslin or Commissioner Hull in those cases and if I can't be there then Commissioners Enslin and Hull. We'll make sure we have two people there to talk to business owners.

Haglund Trail

Commissioner Tracy says this is something we've been discussing. I'd like to continue pursuing this because it is something I would like to see, especially now that the Food Truck Square is getting as big as it is, a Trail or some sort of pedestrian pathway connecting along Haglund to the Food Truck square to Lakeland Park. And, then also eventually a connection between the Marquette Greenway Trail and the Haglund Trail as well. Do we want to move forward with this? I personally do, but I just want to make sure that the Commission is in favor of this. The Commissioners agree that they want to move forward with this. So what are the next steps going forward with something like that? Rongers says I see two steps. I do have estimates from Global on the cost of the project. I can update the financial spreadsheet so you can see how adding the 2019 construction for the Trail might affect other projects or the cash flow. That would be one thing and then the second would be to work with Global and terms of a Scope of Work for the design and engineering of that. Commissioner Rogala says I would highly suggest lining up a Commissioner to work with Rongers on this and that way it could move forward. Commissioner Enslin says I volunteer to work with Rongers.

Duneland School Board Representative

None

Correspondence

Falbo says a letter dated June 4, 2018 was sent to Vick Urbanki, Porter County Auditor regarding the **Town of Burns Harbor Redevelopment Commission Allocation Area**. It was due by June 15th and was sent in a timely fashion. This letter was sent not only to the auditor but to all of the overlapping taxing units, namely:

Porter County Council

Andrew Bozak

Westchester Township Trustee

Suzanne Philbrick

Porter County Municipal Airport

Kyle Kuebler

Town of Burns Harbor

Raymond Poparad

Duneland School Corporation

Ginger Bolinger

Westchester Public Library

Lisa Stamm

It was uploaded into Gateway, which is also required by State law, and that has been taken care of as well.

New Business

Food Truck Square – Duneland Chamber of Commerce Contract Amendments

Commissioner Tracy says there is an amendment to the contract that we need to discuss. Originally the Chamber was going to pay for the security to be in place and then once services were rendered they would bill that to the Town. But, now, we are going to amend the contract so that we are being charged upfront for the security up to six times a year. Attorney Patton says it looks like it was \$16,400 and now it's \$17,700, so it's \$1,300 more. Commissioner Tracy says it's going to be the same cost overall to the RDC but I would like to get everyone's consent on this before I go ahead and sign the updated contract. I will need a motion.

Commissioner Hull made a motion to accept the Duneland Chamber of Commerce contract amendments. Commissioner Enslin seconded the motion. Commissioner Enslin-Aye, Commissioner Hull-Aye, Commissioner Rogala-Aye, Commissioner Tracy-Aye. Motion passed.

Discussion on Duneland Chamber of Commerce Contract Amendments

Commissioner Hull says does this fund the security adequately. Commissioner Rogala says yes, but not every night is going to require security. Clerk-Treasurer Jordan says I believe so. Commissioner Hull says since the Clerk-Treasurer has to write the check, does this help streamline things and make it a little bit easier. Clerk-Treasurer Jordan says I believe so, yes. Attorney Patton says they are monthly payments.

Commissioner Rogala suggested the Brews, Blues, and BBQ's and the Badge and You be cancelled because they will be understaffed due to scheduling conflicts with volunteers. Plus, that would give the Commission more money in your budget for the Square. The coordinator is in need of a list of things that she has over there that can offset those costs if you do it that way. I would like to say it's close to \$4,000. It will put more into your budget for the marketing so we're not taking more out of the budget that way. I would highly recommend that you decide on that soon if not today. The second thing is and I don't know if this is a legal matter, the bounce house needs to be signed for when it's delivered by a Town employee. I don't know if we can do something so Jackie Thomas can sign for it otherwise we're going to need somebody from the Town to sign for the bounce house every week. Commissioner Hull says Thomas being the already contracted representative handling everything over there, I don't see why she can't sign for it. Commissioner Rogala says she can't handle money so why should she be able to sign. I don't understand how that's possible either. Commissioner Tracy says that is something we're going to try and fix for next year's contract with them as well. They should be able to handle money because having a Town employee there is not the most convenient thing to do. I'd like to streamline payments of things with the Duneland Chamber because right now all the vendors have to come in and pay us rather than paying the Chamber because of the wording of the contract right now. I suspect this is going to be something for next year. I will make it a point that I'll be out there and if not me then we'll find someone else to sign for the bounce house. Do we want to vote on cancelling the Brews, Blues, and BBQ's and the Badge and You Fests?

Commissioner Hull made a motion to cancel the Brews, Blues, & BBQ's and the Badge and You Fests. Commissioner Enslin seconded the motion. Commissioner Enslin-Aye, Commissioner Hull-Aye, Commissioner Rogala-Nay, Commissioner Tracy-Aye. **Motion passed.**

Discussion

Commissioner Hull says it wouldn't be a bad idea to take the Badge and You and implement it into one of the Wednesday night's. I suggest to amend the motion because it's a pretty popular night.

Andy Bozak from the audience says on the Badge and You event, just from having kids, I think that's a great idea to move it to Wednesday because it really is a good event. It brings a lot of Police in here and obviously with what's going on right now. That's just my opinion – you guys do a lot of great things there and that was one of my favorites because it's a really good opportunity to get the kids out. It's a really good event.

Commissioner Tracy says including that on a Wednesday night is probably a good idea, so we will make that recommendation to the Chamber and I'm sure they'll agree. The Brews, Blues, & BBQ's event will then be cancelled then, is that the motion?

Commissioner Hull made a motion to cancel the Brews, Blues, & BBQ's Fest. Commissioner Enslin seconded the motion. Commissioner Enslin-Aye, Commissioner Hull-Aye, Commissioner Rogala-Nay, Commissioner Tracy-Aye. **Motion passed.**

Letter of Intent to the RDA

Rongers says SEH is working with Commissioner Tracy to scope out what the project would be and then we would be looking to submit a letter of interest. So, we just want to be able to move forward to get that done, but certainly we would bring that back to the full Commission. Commissioner Hull asks do you need permission to do that? Commissioner Tracy says yes.

Commissioner Hull made a motion to submit a letter of interest to the RDA. Commissioner Enslin seconded the motion. Commissioner Enslin-Aye, Commissioner Hull-Aye, Commissioner Rogala-Aye, Commissioner Tracy-Aye. **Motion passed.**

Commissioner Tracy says if anyone wants to be involved with me as we put this together and go to meetings with me you're welcome to do so. It will just be first come, first served when someone asks to go. They'll be able to go. The RDA application ties into that.

Approval of Claims Register

Commissioner Hull made a motion to approve the Claims Register. Commissioner Enslin seconded the motion. Commissioner Enslin–Aye, Commissioner Hull–Aye, Commissioner Rogala –Aye, Commissioner Tracy–Aye. Motion passed.

Approval of Financial Report for the Month of May 2018

Commissioner Rogala made a motion to approve the Financial Report for the Month of May 2018. Commissioner Enslin seconded the motion. Commissioner Enslin–Aye, Commissioner Hull–Aye, Commissioner Rogala–Aye, Commissioner Tracy–Aye. Motion passed.

Good of the Order

Commissioner Tracy says this is Commissioner Rogala’s last meeting and I want to thank him for everything he has done both as a Town Councilman and especially as the President of the RDC.



Marcus Rogala

Marcus, you have done a tremendous job and Burns Harbor is in debt to you and your family for what you have done for the Food Truck Square in making that happen. The Marquette Greenway Trail and everything that you’ve done the past few years. From me and I’m sure from the entire Commission and the entire Town.

Thank you very much for your service!

Commissioner Rogala says the love and kind words that I have received in the past couple of weeks have been off the charts. I really didn’t expect a lot of it. Thank you guys!

Commissioner Tracy asks for any other good of the order. Commissioner Hull says there were four people walking over the bridge on 149 and I know we’ve talked about a crossing and things, but what does it take to put some “Watch for Pedestrian” signs? Maybe on either side or maybe a nice a little yellow stripe down the side of the road just to help cars to be aware of pedestrians. Attorney Patton says my understanding, since it’s a State highway, and anything that we would do would have to be approved by them. Commissioner Rogala says it’s as easy as asking them to change the speed limit. It’s as simple as that. Commissioner Hull says it’s that simple? Commissioner Rogala says they’re either going do it or not going do it. Commissioner Tracy says I’ve walked it and it is wide shoulder walking up the west side of 149. I think the East side has a shoulder that’s the same size. I think it’s possible we could do something in the future but for the time being we could do something with a sign. Commissioner Hull says a couple of signs at either end. We don’t need to put a lot of money out while we’re trying to figure out what we’re doing but a yellow strip or something to help highlight that is necessary.

Oltmanns says I can check with INDOT to see what they would allow us to do. Commissioner Hull says we would like a couple of pedestrian signs and maybe a yellow paint stripe. Oltmanns says if this is something the Town is paying for sometimes all they have to do is get their approval that they allow the signs. Commissioner Hull says we don’t really want to pay for it but if they can come up with a couple of signs...Oltmanns says I will bring it to their attention that there is increased pedestrian traffic because of the Food Truck Square and we’ll see if they can send someone out to take a look at it. I know that they did do a study for the speed limit drop and I think they made a recommendation that they could possibly drop it to 35 mph in the area. Commissioner Hull says I don’t think we’re ready to slow it down just yet, but one day maybe. If you could report back to us next month and let us know what they came up with regarding the signs, or sooner if you get email that says here’s what we could do, then we could take action.

Sarah Oudman from the audience says I have a list actually of the things that came up during the meeting.

1. Where are the other site events posted for the four-acre site? I know there was a Bike and Car event and I tried to find information because somebody asked me about it. I couldn't find it anywhere. Commissioner Rogala says it's just on Facebook. Oudman says isn't there a way you could at least list events that will be here because that also brings more people to Food Truck Square. Commissioner Tracy says I think we need to put all events on the Town calendar as central go-to place for everything. I think it's important to have an official list of what's going on in Town.
2. I think last time I asked about gift cards for Food Truck Square. Did that go anywhere? Commissioner Rogala says no, sorry. Commissioner Tracy says I don't remember that conversation. Oudman says maybe it was two times ago. If there would be a gift card or a certificate you could hand out. Commissioner Rogala says I think that's something we need to put in next year's contract. It's a great idea but we're not in a position to do that right now.
3. Last year there were banners on the corner down by US Route 20. Can those go up? We helped put them up last year and we'd be glad to help you put them up again but I don't have any more. Commissioner Tracy says do we still have those banners? Commissioners Rogala and Hull say yes. Commissioner Tracy says are you volunteering to put those up? Oudman says yes but you have to get them to me. Commissioner Hull asks if we have permission to put them up. Commissioner Rogala says we need to get permission from the owners of the bar.
4. Wayfinding signs to get to Lakeland Park from US Route 20. At least five people have asked me this year. They didn't know where the park was. Commissioner Rogala says all the signs need to be replaced. Oudman says I get regular questions about it so I just wanted to bring it back up again. Commissioner Tracy says yes we need to advertise what we have in Town off of US Route 20 is probably a very good idea.
5. Something I saw in Nappanee that you might want to consider at the four-acre site. Some very simple metal art that was pyrocoated and as I was looking at it I thought that we have some businesses in Town that do welding, machining, etc that we could involve for this type of thing. It would add interest to the Town corners.
6. An idea for your Trail map. If you don't want to commit to any Trail or route, just take something like a spider line to connect your site here with a neighborhood. No route committed to, just letting them know we are going to do this eventually – we know you're there.
7. The last thing -- a few times ago you talked about strengthening your brand "The Art of Green Living" and I had mentioned at that time that there's a lot of stuff you're already doing here that is considered green living. I would be willing to put together a list of points that you could use that go within "green living" as well as possible things that you could pursue that are low cost or maybe no cost. Commissioner Tracy says, thank you, please do.

Adjournment

Commissioner Hull made a motion to adjourn. Commissioner Enslen seconded the motion. Commissioner Enslen–Aye, Commissioner Hull–Aye, Commissioner Rogala–Aye, Commissioner Tracy–Aye. Motion passed.

The meeting concluded at 6:42 p.m.

REDEVELOPMENT COMMISSION
FOR THE TOWN OF BURNS HARBOR

Kevin Tracy, President

Eric Hull, Vice President

Brad Enslen, Secretary

Nick Loving

ATTEST:

Marge Falbo, Recording Secretary