Burns Harbor Redevelopment Commission
Minutes of November 13, 2024

The Redevelopment Commission of the Town of Burns Harbor, Porter County, Indiana met in a regular session on Wednesday, November 13, 2024, at the Burns Harbor Fire Department. The meeting was called to order by Redevelopment Commission President, Roseann Bozak, at 6:00 p.m.

The Pledge of Allegiance to the American Flag was recited.

Roll Call:

Commissioner Roseann Bozak....................................	Present
Commissioner Brad Enslen	Present
Commissioner Jack McGraw	Present
Commissioner Jennifer McHargue..............................	Present
Commissioner Kylane Tumblin………………………….	Present
Commissioner Kirk Redman (non-voting member)	Absent

Additional Officials Present
Attorney-Clay Patton, Consultant, Karnerblue Era-Tina Rongers, and Global Engineering- Shem Khalil

Approval of Minutes
Commissioner McGraw made a motion to approve the September 11, 2024 meeting minutes. Commissioner McHargue seconded the motion. Commissioner Tumblin-Aye, Commissioner Enslen–Aye, Commissioner McHargue–Aye, Commissioner McGraw-Aye, Commissioner Bozak–Aye. **Motion passed.**

Reports

Commissioners
Nothing to report.

Clerk-Treasurer
Absent

RDC Attorney
Nothing to report.

RDC Engineers
Nothing to report.

RDC Consultant-Karnerblue
Nothing to report.

Duneland School Board Representative
Absent

Correspondence
None

Old Business
Marquette Greenway
Phase 1A, Construction Inspection Budget Modification Approval
Commissioner Bozak stated this has to do with extending the time for an extra 16 days due to the wet weather. We need to modify our contract to include that. Rongers stated this is for the construction inspection, which is the Abonmarche contract. INDOT requires the construction inspector to be present on site while the construction department is still working. The contract amendment will cover that period. 80% of the funds will be covered by NIRPC (Northwest Indiana Regional Planning Commission) and then the Town of Burns Habor will be responsible for the 20%. McHargue made a motion to authorize Commissioner Bozak and Commissioner Enslen to sign the Modification contract. Commissioner Tumblin seconded the motion. Enslen- Aye, Tumblin- Aye, McGraw- Aye, McHargue- Aye, Bozak- Aye. **Motion passed.**

Phase 1A, Trail Bollard Quote Approval
Commissioner Bozak stated this is for the end of Stanley Street to keep the cars from parking in the back there and not letting anyone drive through. The Street Department will be able to do the installation of this as well. Commissioner McHargue made a motion to approve the Trail Bollard Quote Approval. Commissioner McGraw seconded the motion. Commissioner Tumblin- Aye, Commissioner McGraw- Aye, Commissioner McHargue- Aye, Commissioner Enslen- Aye, Commissioner Bozak- Aye. **Motion passed.**

Phase 1B, Norfolk Southern Project Billing Form Approval
Commissioner Bozak stated you have a copy of this in front of you and this needs approval from the Clerk-Treasurer. Rongers stated this is the portion of the project that requires coordination with Norfolk Southern. Norfolk Southern utilizes a third-party company called AECOM, which is a large engineering firm, to review all public projects. This form initiates our project and begins the formal process of interacting with Norfolk Southern through AECOM. Commissioner McHargue made a motion to approve the Clerk-Treasurer to sign the approval form. Commissioner McGraw seconded the motion. Commissioner Enslen- Aye, Commissioner Tumblin- Aye, Commissioner McHargue- Aye, Commissioner McGraw- Aye, Commissioner Bozak- Aye. **Motion passed.**

Phase 2, Street Department Reimbursement for Fence Repair
Commissioner Bozak stated we talked about this at our last meeting, this is from when the tree fell and damaged the fence and the Street Department fixed it for us. We want to pay the Street Department employees out of the Redevelopment Commission's budget. Commissioner McGraw made a motion to approve the reimbursement for the fence repair. Commissioner McHargue seconded the motion. Commissioner Tumblin- Aye, Commissioner McHargue- Aye, Commissioner Enslen- Aye, Commissioner McGraw- Aye, Commissioner Bozak- Aye. **Motion passed.**

Rongers stated we do have Matt Kaiser here tonight with Abonmarche and we did celebrate the ribbon cutting of the phase 2 section. With the year coming to a close, I think it would be helpful for Matt to kind of give us an update on the projects and so forth. Kaiser stated the Westport section is done. We did have the ribbon cutting. I believe we came in under budget on that one by several thousand dollars. Phase 1A is currently complete and the trail is done along with the punch list items. Gariup Construction has all of the improvements done. We are just working through the closeout documents right now to finalize the quantities that were placed. Phase 1B is currently under design and on task. I know Tina has met with Next Level Trails to go over the scope and schedules.

Safe Streets for All
Approval to Establish a Safe Streets for All Committee
Commissioner Bozak stated we need approval to establish a Safe Streets for All committee which is a part of the grant. I believe Shem is going to work with us on the committee and help figure out who needs to be on it. Khalil stated I believe the process would be to select a chair for the committee and then that chair can add people to that committee. So, the committee starts here as a task force committee that will oversee the entire process of the Safe Streets for All. McGraw stated I will jump on this one for Safe Streets for All. A discussion was had regarding the committee. Commissioner Bozak asked how often the committee would meet. Khalil stated it is kind of on-demand in a way. For any task that Global Engineering completes we will send it to the committee and they will oversee those items that we have sent. Commissioner Bozak asked when you think we should shoot to have a kickoff meeting. Khalil stated I would say by next week, and then the next meeting may be after the holidays. Rongers stated just from the grant side there are two deliverables, the draft action plan and the final plan. Those are the two things that you would be leading the committee towards. It's the committee that will review the draft plan and say yes, we're moving in the right direction. They would also be the ones to say this is the final plan. Rongers stated just from a grant management perspective I meet monthly with the Federal Highway project manager to give them an update and a written report of our project progress. So, now that Global Engineering is engaged, I'll connect with them each month before I talk to the Federal Highway to give them an update. Commissioner McGraw made a motion to establish the Safe Streets for All committee and sit as the chair. Commissioner McHargue seconded the motion. Commissioner Tumblin- Aye, Commissioner Enslen- Aye, Commissioner McGraw- Aye, Commissioner McHargue- Aye, Commissioner Bozak- Aye. **Motion passed.**

New Business
Financial Advisory
TIF Analysis Update, Baker Tilley Letter of Engagement Approval
Commissioner Bozak stated we are engaged with Baker Tilley to get some TIF analysis to figure out where we are with our TIF money. Rongers stated we wanted to understand the current forecast for our allocation area for the existing TIF to know what our capacity is concerning kind

of our pay-as-we-go projects. We would also like to understand what capacity we might have to support bonding opportunities that may come to the Redevelopment Commission through the development of various sites. We did this analysis maybe a year ago and it was important for us to revisit it to update the numbers and to understand where we are at. Commissioner Bozak stated we are looking for approval tonight for me to sign the letter of engagement. Commissioner McHargue made a motion to approve the Baker Tilley Letter of Engagement. Commissioner Enslen seconded the motion. Commissioner Tumblin- Aye, Commissioner McHargue- Aye, Commissioner Enslen- Aye, Commissioner McGraw- Aye, Commissioner Bozak- Aye. **Motion passed.**

Approval of Claims Register
Commissioner McHargue made a motion to approve the Claims Register. Commissioner Enslen seconded the motion. Commissioner McGraw-Aye, Commissioner Tumblin- Aye, Commissioner McHargue- Aye, Commissioner Enslen- Aye, Commissioner Bozak- Aye. **Motion passed.**

Approval of the Financial Report for the Month of September and October 2024
Commissioner Enslen made a motion to approve the financial report. Commissioner Tumblin seconded the motion. Commissioner McHargue- Aye, Commissioner McGraw- Aye, Commissioner Enslen- Aye, Commissioner Tumblin- Aye, Commissioner Bozak- Aye. **Motion passed.**

Good of the Order
Nothing to report.

Adjournment
Commissioner McGraw made a motion to adjourn. Commissioner McHargue seconded the motion. Commissioner McHargue-Aye, Commissioner Enslen-Aye, Commissioner Tumblin-Aye, Commissioner McGraw-Aye, Commissioner Bozak- Aye. **Motion passed.**

The meeting concluded at 6:23 p.m.

REDEVELOPMENT COMMISSION
FOR THE TOWN OF BURNS HARBOR

Roseann Bozak, President

Brad Enslen, Vice President

Jennifer McHargue, Secretary

Jack McGraw

Kylane Tumblin

ATTEST:

Jill Sherrill, Recording Secretary