

**TOWN OF PORTER**  
**Redevelopment Commission**  
**303 Franklin Street**  
January 26, 2021  
**Zoom Meeting**

**Meeting was called to order at 6:00 p.m.**  
**Pledge of Allegiance**

**Present:** President Brian Finley, Vice President Tara Duffie, Erik Wagner, Allison Hultman, and David Phillips

**Also Present:** Attorney Gregg Sobkowski, Director of Development Mike Barry, and Secretary Karen Spanier.

**Organizational Appointment**

Erik Wagner nominated Brian Finley as President. Tara Duffie made the second. With no other nominations, Motion carried 5-0.

Erik Wagner nominated Tara Duffie for Vice President. Allison Hultman made the second. With no other nominations, Motion carried 5-0.

Tara Duffie nominated Erik Wagner as Secretary. With no other nominations, Motion carried 5-0.

Brian Finley nominated Karen Spanier as Recording Secretary. With no other nominations, Motion carried 5-0.

**Approval of Minutes**

Tara Duffie announced she has two edits for the December 22, 2020 minutes. The first is under new business change order #10 the amount was off 1 cent off. It reads as \$9,498.39, it actually should be \$9,498.38.

The second item is when Michael Barry stated the remaining allowance was \$27,175.00. It should actually be \$27,100.75.

Motion to approve the December 22, 2020 minutes with said corrections was made by Erik Wagner. David Phillips made the second.

Motion carried 5-0.

**Consideration of Claims**

Motion to approve the January claims was made by Erik Wagner, with David Phillips making the second.

Motion carried 5-0.

**Audience Participation**

Jennifer Klug of 200 Franklin St. is requesting the Draft Minutes be placed on the Town's website as soon as possible after the meeting, since there is no longer any newspaper coverage.

Tara Duffie asked if the Town Council has ever considered using DocuSign for the minutes and other paperwork that need signatures after the meetings; or if it is something the RDC can consider that way

paperwork could just be emailed.

Duffie said she heard Zoom Coordinator Tammie Sufana saying at another meeting how hard it was to get the minutes signed after the Zoom Meetings as all Members of Boards and Commissions have to find time to come in to Town Hall and sign all documents from their meetings.

Duffie stated she looked into the cost of DocuSign and if you are using it for up to 100 people the cost would be \$25.00 per month. Although it would only be used temporarily as long as the Emergency Order is in place.

Duffie said she was unsure if this is something the RDC could approve or Town Council.

Attorney Sobkowski responded by stating at the last Town Council meeting they did approve the posting of the Draft Minutes of their meetings to the Town's Website. But did not make the decision for the other Boards or Commissions.

Duffie stated perhaps if everyone is in agreement she could write an email, and asked David Phillips to mention DocuSign to the other Town Council Members.

David Phillips stated that might help with the approved minutes; however Jennifer Klug is asking about posting the draft minutes which would be unapproved. So she would be able to view them as soon as they were transcribed, before the RDC would come in and sign.

His concern with posting minutes that haven't been approved, and asked if a watermark can be place on the Drafts.

Zoom Coordinator Tammie Sufana stated the minutes that are posted on the website have a Draft Watermark across the center of the page.

Phillips agreed the DocuSign would expedite the signing of the approved minutes, and for the unapproved minutes do as the Town Council suggested have them completed in a timely manner and posted on Website and clearly marked as unapproved.

Attorney Sobkowski will check and confirm that there will be no issues signing the documents via DocuSign.

Tara Duffie made the Motion to have clearly marked as draft meeting minutes available on Website within a week after the RDC meeting. Allison Hultman made the second.

Before approval Phillips said he wanted to make sure the people that are doing this can actually get it done within a week. He asked if it would be a burden to get this done within a week. And if a week was a reasonable amount of time.

Spanier replied it should not be, however they may be times it could not be completed within a week.

Phillips said he would just ask it be attempted to be done in a reasonable amount of time.

Motion carried 5-0.

## **Reports**

Director of Development Mike Barry stated everyone should have a copy of Change Order #13 and said the reason it was not on the Agenda is we received it after the Agenda posted. This Change Order is a credit back of \$27,100.75 that was left from the Public Works Building allowance. He is seeking the Commission's approval for it.

Motion to approve Change Order #13 was made by Allison Hultman. David Phillips made the second. Motion carried 5-0.

Barry advised the Generator was supposed to be shipped this week with installation next week, but some reason has been delayed.

He announced there will be a Ribbon Cutting and Grand Opening on the Public Works Building in the Spring, or as soon as it is safe to do so.

He stated anyone can come over and take a tour, noting Duffie has already requested one.

Duffie wanted to know if there was a timeline to complete the main gate fence.

Barry responded that will completed separately sometime when the weather gets warmer. Along with some seeding and plantings.

Attorney Sobkowski had nothing to report.

### **Old Business**

None

### **New Business**

Consultant Contracts

**Bakertilly-Financial Consultants**

**Butler, Fairman & Seufert-Engineering Consultants**

**Global Engineering-Engineering & Surveying Consultants**

**Haas & Associates-Engineering Consultants**

**MCR Partners-Economic Development Consultant**

Motion to approve Consulting Contracts was made by Tara Duffie, with Allison Hultman making the second.

Motion carried 5-0.

Duffie questioned the MCR Contract asking if the RDC has been informed of any offers made on the Brickyard property.

Barry replied there has not been any official written offers, but said we are still working on some things. He will bring everyone up to speed at next month's meeting.

### **Change Order #12-No cost Change Order**

Barry said this is another time extension delay due to the Generator not being shipped on time. It is adding another 28 days to the Contract date. Extending the Contract date now to March 2, 2021.

Only items left to complete is the installation of the Generator and a couple minor issues with Key Fob System that should be done next week.

Finley asked when Generator will arrive.

Barry said if it ships this week it can be installed the following week.

Motion to approve Change Order #12 was made by Allison Hultman. Erik Wagner made the second.

Motion carried 5-0.

**Commission Comments**

Brian Finley announced he has been in contact with Duneland School Board Appointed Representative Tim McGinty. He had stated there was no need for him to be at this meeting; However he will be at future meetings if needed.

**Adjournment**

Erik Wagner made the motion to adjourn.  
Meeting Adjourned at 6:24 p.m.



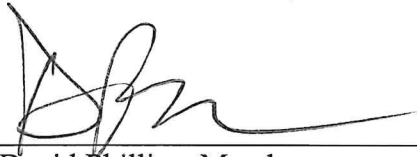
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Brian Finley, President

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Tara Duffie, Vice-President



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Allison Hultman, Member

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Erik Wagner, Secretary



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David Phillips, Member

Attest



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Karen Spanier, Recording Secretary