

**HIGHLAND REDEVELOPMENT COMMISSION**  
**DISCUSSION TOPICS for STUDY SESSION - DRAFT**  
**TUESDAY, MAY 26, 2020**  
**7:00 P.M.**

This meeting will be convened as an electronic meeting pursuant to Governor Holcomb's Executive Order 20-04 and 20-09, and extended by his Order 20-19, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the emergency.

People may observe the meeting by joining the meeting on the Zoom platform  
<https://zoom.us/j/97921338505?pwd=bkZhcGhRMlZGaHJrUDFPazhuTnZQdz09>

Further, persons wishing to offer comment in the meeting may access the electronic meeting by using the preceding Zoom link and adding the Meeting ID: 979 2133 8505 and Password: 575336

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Meeting ID: 979 2133 8505

Password: 575336

Find your local number: <https://zoom.us/u/ayq81toe0>

**TUESDAY, MAY 26, 2020**  
**7:00 P.M.**

1. Highland Redevelopment Commission Presentation, pursuant to IC 36-7-25-8, to Overlapping Taxing Units with Respect to 2021 Budget Year Determination for Tax Increment for Highland Allocation Areas.
2. Review of Plenary Session Agenda
3. School Town of Highland Appointment to the Highland Redevelopment Commission
4. Downtown Streetlight Retrofit or Replacement - Update
5. Highland Main Street – Draft Minutes May 7, 2020
6. Redevelopment Commissioners Comments & Discussion

# Town of Highland

Highland Municipal Building • 3333 Ridge Road • Highland, Indiana 46322-2089  
(219) 838-1080 • Utility (219) 972-7589 • Fax: (219) 972-5097



Monday, May 11, 2020

Patrick Krull  
8811 Idlewild Avenue  
Highland, Indiana 46322-2815

Dear Pat:

Hello. I hope this missive arrives to find you well. As clerk of the legislative body, I am writing in order to *officially* inform you that pursuant to with I.C. 36-7-14-6.1 *et seq.*, as amended by SEA 380, and adopted as P.L. 55-2016, the Town Council President, Mark J. Schocke executed your executive re-appointment to the Highland Redevelopment Commission as a **non-voting advisor**.

Pursuant to IC 36-7-14-6.1(d)(4), your appointment is for a two-year term commencing from *July 1, 2020* and extending to *June 30, 2022*. As you may know, the appointee also holds the position until a successor is appointed and qualified.

As you may know, the law, first amended in 2008 and then in 2018, modified the Redevelopment Law to provide that the municipal executive shall appoint a nonvoting adviser to the Redevelopment Commission who must also be **either** a member of the school board of the school corporation that includes all or part of the territory served by the redevelopment commission **or someone it recommends**. It further provides, that the appointee is not considered a member of the redevelopment commission for purposes of IC 36-7-14 *et seq.* but is entitled to attend and participate in the proceedings of all meetings of the redevelopment commission.

It still further provides that the appointee is not entitled to a salary, per diem, or reimbursement of expenses. This is understood to apply as a limitation on the municipal treasury. I do encourage you to consult with the School Town's legal counsel to determine what these provisions may mean and their effect on existing policies of the School Town of Highland and its Board of Trustees.

## Town Council

Bernie Zeman  
Ward One

Mark A. Herak  
Ward Two

Mark J. Schocke  
Ward Three

Thomas (Tom) Black  
Ward Four

Roger Sheeman  
Ward Five

John Bach  
Public Works Director

John Reed  
Attorney

Clerk-Treasurer  
Michael Griffin

STATE OF INDIANA     )  
  ) SS:  
COUNTY OF LAKE     )

### CERTIFICATE of APPOINTMENT

This is to certify that I, Mark J. Schocke, Town Council President, acting in accordance with I.C. 36-7-14-6.1 et seq., as further amended by SEA 380, and adopted as P.L. 55-2016, Section 2, did on the 11<sup>th</sup> day of May 2020 in the Town of Highland in said County and State, in which it is set forth and declared that

### Patrick Krull

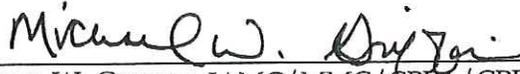
who is a member of the of the school board of the school corporation that includes all or part of the territory served by the redevelopment commission, was duly re-appointed to the **Highland Redevelopment Commission** as a **non-voting advisor** from the Highland Town Board of School Trustees *as recommended by its President*, for the two-year term commencing from **July 1, 2020**, concluding on and extending to **June 30, 2022** and until a successor is appointed and qualified.

It is further set forth that as a non-voting advisor, (1) the appointee is not considered a member of the redevelopment commission for purposes of IC 36-7-14 et seq., but is entitled to attend and participate in the proceedings of all meetings of the redevelopment commission; (2) the appointee is not entitled to a salary, per diem, or reimbursement of expenses; (3) the appointee serves for a term as set forth in the provisions above and, ; and (4) the appointee serves at the pleasure of the Town Council President, as the appointing authority for this position.

In Witness whereof, I have hereunto set my hand this 11<sup>th</sup> day of May 2020.

  
MARK J. SCHOCKE, HIGHLAND TOWN COUNCIL PRESIDENT

Attest

  
MICHAEL W. GRIFFIN, IAMC/MMC/CPFA/CPFIM/CMO  
CLERK-TREASURER

(Print optimized at 93%)



## **HIGHLAND MAIN STREET MEETING**

**Highland, Indiana 46322**

**May 7, 2020 MINUTES**

The Highland Main Street Bureau met in an electronically conducted Public Meeting on May 7, 2020.

The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04, reinstated by his Order 20-19, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. All persons were meeting remotely using the Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings.

### **Call to Order**

At 6:31 PM, the Highland Main Street (HMS) meeting was called to order by President Dawn Diamantopoulos.

### **Roll Call:**

The following were present electronically, via the Zoom platform: Board Members Dawn Diamantopoulos, Lola McKay, Teri Yovkovich, Mary Wells, Kali Rasala, Marie Russo, Renee Reinhart, Redevelopment Director Kathy DeGuilio-Fox, and Redevelopment Assistant Lance Ryskamp. Board Members Julie Larson, Kellie Shelton, Emily Foreit, Aubrey Velasquez, and Mary Ellis were absent. Also, present electronically was Ed Dabrowski, Highland's IT Director.

### **Community Garden Committee**

Michael Blejski, Community Garden Chairman, had presented the Redevelopment Assistant a proposed 2020 budget for the Community Garden project that was funded through an appropriation approved by the Town Council of unspent garden donations from 2019. The budget, which included the proposed purchase of lumber from Tri-Creek Lumber for constructing two additional garden beds at a cost of \$846.61, was presented to the Board for review. Lola McKay made a motion, seconded by Kali Rasala, to approve both the proposed 2020 Budget for the Community Garden project and the purchase of lumber from Tri-Creek Lumber for the new garden beds. The motion was approved on a voice vote 7-0.

### **Events Committee**

#### **Car Cruise**

President Dawn Diamantopoulos advised the Board that under the current State of Indiana's COVID-19 Executive Order governing public gatherings, the limitations on the number of people permitted at an event on June 6<sup>th</sup> would be insufficient to safely hold the annual Car Cruise event. The Redevelopment Assistant noted that typical attendance at the event involved 125-150 classic cars and their owners, which would itself exceed the permitted number of people. Redevelopment Director DeGuilio-Fox advised the Board that the Memorial Day ceremony, scheduled for May 25<sup>th</sup>, had already been cancelled. After a brief discussion, Marie Russo made a motion to cancel the Car Cruise for 2020. Lola McKay seconded the motion, which was approved on a voice vote, 7-0.

Board member Mary Wells signed off from the meeting.

### **Discussion**

Renee Reinhart indicated that she would contact Tri-Creek and arrange for transport of the lumber to the garden site. There was discussion concerning creating a set of plant donation cards, which would be distributed to

Zandstra's and Scheerenga's to permit donation of plants by the public. Redevelopment Director DeGuilio-Fox updated the Board concerning ongoing town leadership discussions to plan for a safe re-opening of town facilities.

**Adjournment**

With no further business, the meeting was adjourned at 6:44 PM.

DRAFT

**AGENDA FOR PLENARY MEETING**  
**HIGHLAND REDEVELOPMENT COMMISSION**

This meeting will be convened as an electronic meeting pursuant to Governor Holcomb's Executive Order 20-04 and 20-09, and extended by his Order 20-19, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the emergency.

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Find your local number: <https://zoom.us/u/ayq81toe0>

**MONDAY, MAY 26, 2020**  
**7:00 P.M.**  
**DRAFT**

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**Roll Call:**

**Commissioner Sean Conley**  
**Commissioner George Georgeff**  
**Commissioner Cyril Huerter**  
**Commissioner Bill Leep**  
**Commissioner Robyn Radford**

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**Minutes of Previous Sessions:**

1. Approve Minutes of Study Session and Plenary Business Meeting of April 28, 2020.
2. Approve Minutes of Study Session of May 12, 2020.

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**Special Orders:**

1. **Highland Redevelopment Commission Annual Presentation**, pursuant to I.C. 36-7-25-8, to Overlapping Taxing Units with Respect to 2021 Budget Year Determination for Tax Increment for Highland Allocation Areas.

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**Public Comment:**

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**Communications:**

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**Unfinished Business and General Orders:**

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**New Business:**

1. **Resolution 2020-17:** A Resolution of the Highland Redevelopment Commission Authorizing Waiver of Primitive Peddler May 2020 Rent as Agreed Upon in the Lease Renewal for May 1, 2020 – April 30, 2021.
2. **Resolution 2020-18:** A Resolution of the Highland Redevelopment Commission to Amend Resolution 2019-27 and Provide a Completion Extension for a Commercial Property Façade Improvement Grant to Antonio Belmonte, The Belmonte Family Limited Partnership of Property Located at 2907 Jewett Street.
3. **Resolution 2020-19:** A Resolution of the Highland Redevelopment Commission Approving an Agreement for Gluth Brothers Roofing Company, Inc. to Provide Roof Replacement Services for Redevelopment-Owned Property Located at 2811 Jewett Street.

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**Action to Pay Accounts Payable Vouchers:**

094	Redevelopment General	\$	15,556.93
095	Highland Economic Development	\$	0.00
096	Redevelopment Capital	\$	4,746.61
101	Redevelopment Bond & Interest	\$	0.00
250	CEDIT Econ. Dev. Income Tax Fund	\$	0.00
	<b>TOTAL</b>	\$	<b>20,303.54</b>

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**Business from the Commissioners:**

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**Next Meeting:** The next full Study Session will be June 9, 2020 and convene at 7:00 PM. The next Plenary Meeting will be held on June 23, 2020 and convene immediately following the Study Session. A study session will precede the plenary meeting at 7:00 PM and reconvene following the plenary business meeting if necessary. The next meeting of Highland Main Street is tentatively scheduled for Thursday, June 4, 2020 at 6:30 PM in the Upper Conference room of the Town Hall.

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**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION MINUTES - DRAFT  
MONDAY, APRIL 28, 2020**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Monday, April 28, 2020 in an electronically convened meeting using the Zoom platform. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04, and extended by his Order 20-19, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Study Session was called to order at 7:05 p.m. by Commission President George Georgeff.

Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director and Recording Secretary.

**Roll Call:** Commissioners present included Sean Conley, George Georgeff, Cyril Huerter, Bill Leep and Robyn Radford. A quorum was established.

**Additional Officials Present:** John P. Reed, Abrahamson, Reed & Bilse; Roger Sheeman, Council Liaison to the Redevelopment Commission; Ed Dabrowski, IT Consultant and Kathy DeGuilio-Fox, Redevelopment Director.

*Also Present:* No others were present for the meeting.

**General Substance of the Discussion**

1. **Resolution 2020-10:** Director DeGuilio-Fox advised that the resolution had been edited as suggested.
2. **Review of Plenary Business Meeting Agenda:** Ms. DeGuilio-Fox reviewed the agenda items that the Commissioners were to address during their plenary business meeting.
3. **Redevelopment Commission 2020 Goals:** Ms. DeGuilio-Fox advised that the 2020 goals must be formally accepted by the commission members however the commissioners should understand that accepting the goals did not mean they could not be changed in the future. She explained that the commission's goals are a working document for them to use throughout their term.
4. **SW Corner of Highway & Kennedy – Parking Lot Project:**
  - a. **NIPSCO License Agreement:** Ms. DeGuilio-Fox reported that the NIPSCO License agreement had been finalized and executed. She also advised that both attorney Reed and Clerk-Treasurer Griffin had requested the Town of Highland submit a Certificate of Insurance along with the copy of the agreement. Resolution 2020-11 is on the agenda for consideration for adoption.
  - b. **Weaver Agreement Addendum:** Ms. DeGuilio-Fox advised that Resolution 2020-15, which is on the commission's agenda for consideration is only to edit certain language and duties in the original agreement. She explained that there was no change in cost or fee structure and that the language edits were to clarify the type of services that would be provided by Weaver Consultant Group as well as in what capacity.
5. **Legacy Foundation Grant-Art on Trails:** Ms. DeGuilio-Fox shared with the Commissioners a draft design of the history portion of the sign that will be installed on the side of the Depot. The sign will include a brief history of the trail site as well as a map of the Downtown Highland Arts Walk showing where the murals and sculpture are located.

6. **Redevelopment Owned Property Leases:** Discuss Potential Lease Addendum: Director DeGuilio-Fox reminded the Commissioners that one of the Jewett Street property lessee's had advised early in April that she was unable to pay April rent due to having no sales revenue caused by the COVID-19 Stay at Home orders issued by Governor Holcomb that closed all non-essential businesses in Indiana. Closer to the payment due date she advised she was able to pay the rent. However, in light of this situation and anticipating it could happen again Director DeGuilio-Fox asked the Commission how they would like to prepare for this potential issue. She reminded the Commissioners that rent payments go toward payment of the outstanding bond on the property. Discussion ensued. Attorney Reed advised that there are numerous ways this could be addressed. He asked that Director DeGuilio-Fox send him a copy of the original lease so that he could review it and make a recommendation. The Commissioners agreed with this and asked that it be included on the May study session agenda for further discussion.
  
7. **Commercial Property Improvement Grant Applications:** Director DeGuilio-Fox directed the Commissioners to the information that had been sent to them prior to the meeting. She advised there are three new applications for property improvements. The Commission discussed the applications as follows:
  - a. 2940 Highway Avenue: Ms. DeGuilio-Fox directed the Commissioners attention to the applications submitted by DEF Properties. Applications for both an interior and a façade improvement grant, totaling \$61,570, were submitted. Discussion ensued. Due to the number of grant applications and the Commission's wish to serve as many projects as possible they decided to award the maximum for the two combined two grants. The total award for both the interior and façade applications for 2940 Highway Avenue will be \$40,000 and the resolutions presented on the plenary agenda will be addressed in this way.
  - b. 3750 Ridge Road: Ms. DeGuilio-Fox directed the Commissioners attention to the application received from Austgen Properties for a façade grant in the amount of \$36,663. Discussion ensued. Due to the number of grant applications for properties within the Downtown Redevelopment Area and the annual budget the Commissioners decided to deny this grant application. This property is outside the Downtown Redevelopment Area. A grant request for a property outside the Downtown Redevelopment Area has never been approved. The resolution presented on the plenary agenda will be addressed as discussed.
  - c. 2712 Condit Street: Ms. DeGuilio-Fox directed the Commissioners attention to the application submitted by Hoddypeak Holdings. The application was a combined request for a façade and interior grant totaling \$40,000. Discussion ensued. The requested amount is the maximum and because, in this case, it is a combined request for two grants totaling \$40,000, the application was approved. The resolution presented on the plenary agenda will be addressed as discussed.
  
8. **Appraisal Update for 8715-87 Kennedy Avenue and 8719 Kennedy Avenue:** Ms. DeGuilio-Fox advised that the two new appraisals, as approved by Resolution 2020-10, had been received. Ms. DeGuilio-Fox also advised that the average of the two new appraisals continues to be below the property owner's asking price. Discussion ensued. Commissioners asked if the potential developer is still interested and if he would pay the difference between the average and the asking price. Ms. DeGuilio-Fox reported that as of her last conversation with the developer they had said they have done that in the past. However, Ms. DeGuilio-Fox reminded the Commissioners that there is much to be discussed before arriving at that point. Ms. DeGuilio-Fox will work to schedule another meeting with the developer.
  
9. **Former Bult Oil Property Update:** Ms. DeGuilio-Fox reported that a Site Status Letter Request was submitted on April 14, 2020 to the Indiana Brownfields Program. The application request has been accepted and is under review.

10. **Redevelopment Commissioner Comments:** None

There being no further business the April 28, 2020 study session of the Highland Redevelopment Commission was adjourned at 7:44 PM.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION  
PLENARY MEETING MINUTES - DRAFT  
MONDAY, APRIL 28, 2020**

The Highland Redevelopment Commission ("Commission", "RC") met in an electronically convened meeting using the Zoom platform. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04, and extended by his Order 20-19, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency.

President George Georgeff called the meeting to order at 7:44 p.m. Taking minutes for the meeting was Director Kathy DeGuilio-Fox.

**Roll Call:** Commissioners present on the conference call were George Georgeff, Sean Conley, Cyril Huerter, Bill Leep and Robyn Radford. A quorum was attained.

**Additional Officials Present:** Roger Sheeman, Council Liaison to the Redevelopment Commission; John R. Reed, Abrahamson Reed and Bilse, Redevelopment Commission attorney; Ed Dobrowski, IT Consultant; and Kathy DeGuilio-Fox, Redevelopment Director. School Town of Highland appointee, Pat Krull, was absent.

*Also Present:* No guests or members of the public were present.

**Minutes of the Previous Sessions:** Commissioner Bill Leep moved to approve the minutes of the Plenary Business meeting of March 24, 202. Commissioner Cyril Huerter seconded the motion. There was no discussion. Upon a roll call vote, the motion passed. The minutes were approved by a vote of five affirmatives and no negatives.

**Special Orders:** None

**Public Comment:** None

**Communications:** None

**Unfinished Business and General Orders:** None

**New Business:**

1. **Approval of the Annual Report of Activities of the Redevelopment Commission for Fiscal Year 2019 and Report by the Redevelopment Commission on the Activities of Each Tax Increment Financing District for the Previous Year (January 1, 2019 through December 31, 2019):** Having received and reviewed the annual report as submitted by Director DeGuilio-Fox, President Georgeff called for a motion to adopt and approve the annual report. Commissioner Cyril Huerter moved to approve the Annual Report of Activities of the Redevelopment Commission for Fiscal Year 2019 and Report by the Redevelopment Commission on the Activities of Each Tax Increment Financing District for the Previous Year (January 1, 2019 – December 31, 2019. Commissioner Bill Leep seconded the motion. There was no discussion. Upon a roll call vote the motion passed by a vote of five affirmatives and no negatives.
2. **Approval of 2020 Redevelopment Goals:** Director DeGuilio-Fox advised the Commission that 2020 Redevelopment Goals must be approved although they are considered a working document and may be revised at a future date if necessary. Discussion ensued and the Commissioners determined

their previous discussions regarding the 2020 goals was sufficient. President Georgeff called for a motion to approve. Commissioner Cyril Huerter moved to approve the 2020 Redevelopment Commission Goals as submitted. Commissioner Robyn Radford seconded the motion. Upon a roll call vote the motion passed by a vote of five affirmatives and no negatives.

3. **Resolution 2020-11: A Resolution of the Highland Redevelopment Commission Approving a License Agreement with the Northern Indiana Public Service Company for Use of the Licensed Area in Accordance with the Terms of the License Agreement and as Further Defined in the Agreement:** Director DeGuilio-Fox asked if there were any further questions or additional discussion in this regard. Hearing none, President Georgeff asked for a motion to approve Resolution 2020-11. Commissioner Bill Leep moved to approve Resolution 2020-11. Commissioner Sean Conley seconded the motion. Upon a roll call vote the motion passed by a vote of five affirmatives and no negatives.
4. **Resolution 2020-12: A Resolution of the Highland Redevelopment Commission Approving Reimbursement to DEF Properties LLC for a Commercial Property Improvement Grant for Interior Improvement of Property located at 2940 Highway Avenue.** As discussed during the study session preceding the plenary meeting, the Commissioners determined there have been numerous improvement requests and limitations to approving all of the requests must be made due to budget constraints. Having discussed Resolution 2020-12 the commission determined that the entire request could not be met but that \$20,000.00, along with additional monies for the façade improvement grant requested, would be granted. There being no further discussion on this matter President Georgeff called for a motion to adopt and approve an amended version of Resolution 2020-12. Commissioner Leep moved to amend Resolution 2020-12 to grant \$20,000 for the interior improvement project rather than the requested \$40,000.00. Commissioner Huerter seconded the motion. There being no further discussion President Georgeff called for a roll call vote. Upon a roll call vote the motion passed by a vote of five affirmatives and no negatives.
5. **Resolution 2020-13: A Resolution of the Highland Redevelopment Commission Approving Reimbursement to DEF Properties LLC for a Commercial Property Improvement Grant for Façade Improvement of Property Located at 2940 Highland Avenue.** As discussed during the study session preceding the plenary meeting, the Commissioners determined there have been numerous improvement requests and limitations to approving all of the requests must be made due to budget constraints. Having discussed Resolution 2020-13 the commission determined that the entire request could not be met but that \$20,000.00, along with monies approved through adoption of Resolution 2020-12, would be granted. There being no further discussion on this matter President Georgeff called for a motion to adopt and approve an amended version of Resolution 2020-13. Commissioner Huerter moved to amend Resolution 2020-13 to grant \$20,000.00 for the façade improvement project and not the requested amount of \$21,570.00. President Georgeff called for a roll call vote. Upon a roll call vote the motion passed by a vote of five affirmatives and no negatives.
6. **Resolution 2020-14: A Resolution of the Highland Redevelopment Commission Approving Reimbursement to Austgen Properties for a Commercial Property Improvement Grant for Facade Improvement of property located at 3750 Ridge Road.** As discussed during the study session preceding the plenary meeting, this property is located outside the Downtown Redevelopment District. No grant has been awarded previously for property located outside the Downtown Redevelopment Area. And, in consideration of the number of grant requests received and budget constraints to approve every application, the Commissioners determined it is in the best interest at this time to deny this request based on the property location, which is 3750 Ridge Road and outside

the Downtown Redevelopment Area. There was no further discussion on the matter. President Georgeff called for a motion. Commissioner Huerter moved to deny the request from Austgen Properties. Commissioner Leep seconded the motion. President Georgeff called for a roll call vote. Upon a roll call vote the motion passed by a vote of five affirmatives and no negatives.

7. **Resolution 2020-15: A Resolution of the Highland Redevelopment Commission Approving and Adopting an Addendum to Modify an Agreement Between Weaver Consultant Group and the Highland Redevelopment Commission as Approved by Resolution 2019-11.** Director DeGuilio-Fox reiterated that the addendum prepared by Attorney Reed was only to modify language used in the original agreement and to correct terms used to describe services and that the original content was otherwise unchanged. There was no further discussion. President Georgeff called for a motion. Commissioner Huerter made a motion to approve and adopt Resolution 2020-15. Commissioner Conley seconded the motion. President Georgeff called for a roll call vote. Upon a roll call vote the motion passed by a vote of five affirmatives and no negatives.
8. **Resolution 2020-16: A Resolution of the Highland Redevelopment Commission Approving Reimbursement to Hoddypeak Holdings LLC for a Commercial Property Improvement Grant for Façade and Interior Improvements of Property Located at 2712 Condit Street.** Commissioner Georgeff advised that he must abstain from a vote because he represented Hoddypeak Holdings LLC during the purchase of the property at 2712 Condit Street. However, having discussed the project and type of business plan for the site during the study session preceding the plenary session no further discussion was called for. President Georgeff called for a motion to approve. Commissioner Leep moved to approve Resolution 2020-16 as written. Commissioner Huerter seconded the motion. President Georgeff called for a roll call vote. Upon a roll call vote the motion passed by four affirmatives, no negatives and one abstention.

**Action to Pay Accounts Payable Vouchers:** Commissioner Radford made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period March 26, 2020 through April 29, 2020 and the payroll dockets for March 27, 2020 and April 10, 2020 as presented, in the amount of \$76,111.54. Commissioner Bill Leep seconded the motion to approve the Accounts Payable Vouchers. Upon a roll call vote the motion passed with five affirmative votes and no negatives.

**Vendors Accounts Payable Docket:**

**Redevelopment General Fund**, \$20,547.90; **Redevelopment Capital Fund**, \$9,500.00; **Redevelopment Bond & Interest**, \$350.00 and **CEDIT Economic Development Income Tax Fund**, \$45,713.64. **Total:** \$76,111.54.

**Payroll Docket for Payday of March 27, 2020 and April 10, 2020: Redevelopment Department: Total Payroll:** \$8009.60.

**Business from the Commissioners:** Discussion ensued regarding numerous properties around Highland. Ms. DeGuilio-Fox was asked to check into the properties located at 9333 – 9337 Indianapolis Blvd as well as several others. Discussion was held in regard to the former Speedway property located at 8436 Kennedy Avenue and attorney Reed was asked to investigate whether Speedway could hold onto the property allowing no development there without a time limitation or if there was something that could be done to so that an interested party could purchase and build on the site.

**Next Meeting:** The next Study Session is scheduled for Tuesday, May 12, 2020. The next Public Meeting will convene on Tuesday, May 26, 2020 immediately following the study session. A Study Session will precede

the public meeting and reconvene following the public meeting, if deemed necessary. The next meeting of the Highland Main Street is scheduled to convene on Thursday, May 27, 2020 at 6:30 p.m. However, in response to the Executive Orders issued by Governor Holcomb in response to the COVID-19 pandemic, it will be necessary for the Highland Main Street Bureau to either convene electronically or cancel their meeting.

**Adjournment:** There being no further business of the Highland Redevelopment Commission, Commissioner Huerter made a motion to adjourn the meeting. Commissioner Leep seconded the motion. Upon a roll call vote, the motion passed with five affirmatives and no negatives. The April 28, 2020 public meeting of the Highland Redevelopment Commission was adjourned at 8:32 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION MINUTES - DRAFT  
TUESDAY, MAY 12, 2020**

Members of the Highland Redevelopment Commission ("RC", "Commission") met in an electronically convened meeting using the Zoom platform on Tuesday, May 12, 2020. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04 and 20-09, and extended by his Order 20-19, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Study Session was called to order at 7:03 p.m. by Commission President George Georgeff.

Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director and Recording Secretary.

**Roll Call:** Commissioners present included Sean Conley, George Georgeff, Cyril Huerter, and Bill Leep. Commissioner Robyn Radford was absent. A quorum was established.

**Additional Officials Present:** Pat Krull, School Town of Highland liaison and non-voting member; Roger Sheeman, Council Liaison to the Redevelopment Commission; Scott Bilse, Abrahamson, Reed & Bilse; Ed Dabrowski, IT Consultant; Larry Kondrat, Water Board and Kathy DeGuilio-Fox, Redevelopment Director.

*Also Present:* Mary Ellis, Primitive Peddler Owner.

**General Substance of the Discussion**

1. **2811 Jewett Roof Repair:** Director DeGuilio-Fox advised the Commissioners that the garage roof at 2811 Jewett needs to be replaced after numerous repairs and patching over the past several years. Ms. DeGuilio-Fox advised she requested an estimate from Gluth Brothers Roofing and that estimate is included in the packet materials posted with the agendas. Ms. DeGuilio-Fox also advised that there are funds in the Maintenance Account that may be used for this purpose. Discussion ensued. While the Commissioners felt the Gluth estimate is a fair price they asked that a second estimate be requested from Hobson & Scott in Griffith. However, the Commissioners agreed a decision should be made at the May 26<sup>th</sup> meeting and asked that it be added to the plenary meeting agenda for action.
2. **Traffic Light at Kennedy Avenue & Jewett Street:** Director DeGuilio-Fox advised that this topic had been discussed numerous times by the Traffic Safety Committee as well as the Council during discussions in regard to whether or not to place a Hawk Signal at the Kennedy Avenue crossing of the bike path. Ms. DeGuilio-Fox added that it had been suggested that the Redevelopment Commission pay for installation of the traffic light. Councilman Sheeman commented about the Hawk Signal discussion as well as the idea of installing a traffic light on Kennedy Ave at Jewett Street. He also mentioned that discussion had ensued in regards to implementing a no left turn from Jewett onto Kennedy Avenue and a no left turn from Kennedy Avenue onto Jewett Street. Discussion among the commissioners ensued. The consensus of the Commissioners was that there is no budget or interest in paying for the installation of a traffic signal at Kennedy Avenue and Jewett Street. However, all were in full support of no left turns from Kennedy onto Jewett and from Jewett onto Kennedy.
3. **Downtown Streetlight Retrofit or Replacement:** Director DeGuilio-Fox advised that John Bach has been working on this project. His discussions with the manufacturer and others initially suggested that a retrofit could not be done due to the age of the light fixtures, however, we learned that Parks & Recreation had been able to retrofit the light fixtures around Main Square. John would look into this. Ms. DeGuilio-Fox also advised that Mr. Bach had installed a new light fixture in front of Fagen-Miller Funeral Home and was waiting for the Building Department to have one of their employees check the brightness of the light with a light meter. That information is forthcoming. The Commissions expressed

interest in moving this project forward and asked that Hyre Electric be contacted in regard to retrofitting the existing light fixtures. Ms. DeGuilio-Fox will speak with Mr. Bach and move this project forward.

4. **SW Corner of Highway & Kennedy – Development:** Ms. DeGuilio-Fox raised the idea again of moving the gas station on the corner of Kennedy and Highway to a location north on Kennedy Ave. She reminded the commissioners that when she last spoke with the owners of the gas station they were willing to explore this idea and preferred to relocate at the former Speedway site at 8436 Kennedy Avenue. During previous discussion the Redevelopment attorney, John Reed had mentioned he would look into the covenants currently held by Speedway on that property. His thought was that they would not be able to hold onto the property and decline development interest in the site. Attorney Bilse, attending on behalf of John Reed, commented that he will share this discussion with Attorney Reed so that he may do some research and provide direction to the Commissioners in the near future.
5. **Development of Property at 9333-9337 Indianapolis Blvd:** Ms. DeGuilio-Fox had been asked at a previous meeting to look into this property. Upon doing so she learned from the Building Department that currently a party interested in developing a gas station at the site was in discussion with Mr. Mika. Mr. Mika will keep Ms. DeGuilio-Fox apprised of the situation.
6. **Commercial Property Improvement Grant for 2907 Jewett – Completion Extension Request:** Director DeGuilio-Fox directed the Commissioners' attention to the email request from Antonio Belmonte that was included in the packets. She advised that Mr. Belmonte had been approved in 2019 for a faced improvement grant. However, due to the COVID-19 pandemic he is having difficulty moving forward with the project and requested an extension to complete the project until early December 2020. Discussion ensued. The Commissioners felt that an extension is reasonable under the current health emergency and the executive orders that have been made by Governor Holcomb for the State of Indiana. They asked that this subject be added to the May 26, 2020 agenda for approval. Ms. DeGuilio-Fox will prepare a resolution to be considered on May 26<sup>th</sup>.
7. **Redevelopment-Owned Property Leases: Potential Lease Addendum:** Ms. DeGuilio-Fox advised that she had received notice from the tenant at 2813 Jewett that due to the Executive Orders of the Governor closing all non-essential businesses during the COVID-19 pandemic she had lost significant revenues and was unable to pay May rent. Ms. DeGuilio-Fox reminded the Commissioners that this same tenant had alerted them of the same thing in April however had been able to pay that rent. And, Ms. DeGuilio-Fox advised that this same tenant had never been late or missed a rent payment in the past. Discussion ensued. The Commissioners agreed that this is a very difficult time for small businesses. Attorney Reed advised that the rent be waived for the month of May rather than to prepare an addendum to the lease. He explained that this would be a simple way to address the problem and that if the situation occurs again in the future the Commission could once again discuss how to address it. Discussion ensued. The Commissioners agreed with Attorney Reed and asked that the subject be placed on the May 26<sup>th</sup> agenda for approval. Ms. DeGuilio-Fox advised she would prepare a resolution for the Commissioners to consider.
8. **Redevelopment Commissioner Comments:** Commissioner Georgeff advised that he may be absent for the May 26<sup>th</sup> meeting, in which case, Vice President Bill Leep would be asked to convene and chair the meeting. Ms. DeGuilio-Fox advised the Commissioners that by Indiana Statute it is necessary for an annual presentation to be made to representatives of the Overlapping Taxing Units with respect to the 2021 budget year determination for tax increment for Highland allocation areas. She further advised that Dan Botich, Senior Economic Development Professional, SEH Indiana will once again make the presentation. Notice will be sent and the presentation will be added to the May 26, 2020 agenda under Special Orders.

There being no further business, Commissioner Bill Leep made a motion to adjourn. Commissioner Cyril Huerter seconded the motion. There was no discussion. By a roll call vote the May 12, 2020 study session of the Highland Redevelopment Commission was adjourned at 7:48 PM by a vote of four affirmative and no negatives.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**THE TOWN OF HIGHLAND  
HIGHLAND REDEVELOPMENT COMMISSION  
RESOLUTION 2020-17**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION  
AUTHORIZING WAIVER OF PRIMITIVE PEDDLER MAY 2020 RENT AS AGREED UPON IN THE  
LEASE RENEWAL FOR MAY 1, 2020 THROUGH APRIL 30, 2021**

**Whereas**, The Redevelopment Commission of the Town of Highland is authorized to undertake redevelopment activities under IC 36-7-14 and Chapter 14.10 of the Highland Municipal Code, which are public uses and purposes for which public money may be spent and private property may be acquired, and

**Whereas**, Redevelopment activities include performing all acts incident to the statutory powers and duties of a redevelopment commission; and

**Whereas**, The Redevelopment Commission may adopt rules and bylaws it considers necessary for the proper conduct of their proceedings, the carrying out of their duties; and

**Whereas**, The Redevelopment Commission is authorized to negotiate and enter into contract by statute; and

**Whereas**, The Redevelopment Commission does have a lease agreement with Mary Ellis, owner of Primitive Peddler, for the space located at 2813 Jewett Street through April 31, 2021; and

**Whereas**, The Redevelopment Commission recognizes that sales revenues for the Primitive Peddler were affected by Executive Order 20-02, and subsequent Executive Orders, as issued by Governor Holcomb addressing the public health emergency created by the COVID-19 Pandemic that required Primitive Peddler to close her business to the public; and

**Whereas**, The Redevelopment Commission did receive on May 11, 2020 notice from Mary Ellis, owner of Primitive Peddler, that she was unable to meet the agreed upon May 2020 rent payment in the amount of \$639,25; and

**Whereas**, The Redevelopment Commission recognizes that due to closure of all non-essential businesses since the office of Governor Holcomb declared a public health emergency on March 6, 2020 the loss of revenues has created a hardship that requires a waiver of the May 15, 2020 rent payment due to the Town of Highland; and

**Whereas**, The Redevelopment Commission has discussed the hardship created by the closure of all non-essential businesses across Indiana and finds it necessary support the efforts of a Highland downtown business and waive the rent payment of the Primitive Peddler that was due on May 15, 2020, and

**Now Therefore Be It Hereby Resolved** by the Highland Redevelopment Commission, Lake County, Indiana:

That it is in the best interest of the Town of Highland to approve and authorize the waiver of the May 15, 2020 rent payment due from the Primitive Peddler for space leased at 2813 Jewett Street.

**ADOPTED AND APPROVED** by the Highland Redevelopment Commission, Lake County, Indiana, this 26<sup>th</sup> day of May, 2020 having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**REDEVELOPMENT COMMISSION of the  
TOWN of HIGHLAND, INDIANA**

By: \_\_\_\_\_  
George Georgeff, President

ATTEST:

By: \_\_\_\_\_  
Robyn Radford, Secretary

## **Resolution No. 2020-18**

### **A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION TO AMEND RESOLUTION 2019-27 AND PROVIDE A COMPLETION EXTENSION FOR A COMMERCIAL PROPERTY FACADE IMPROVEMENT GRANT TO ANTONIO BELMONTE, THE BELMONTE FAMILY LIMITED PARTNERSHIP OF PROPERTY LOCATED AT 2907 JEWETT STREET**

WHEREAS, the Highland Redevelopment Commission (the "Commission"), governing body of the Town of Highland Department of Redevelopment (the "Department"), and the Redevelopment Area of the Town of Highland, Indiana (the "Redevelopment District"), exists and operates under the provisions of the Redevelopment of Cities and Towns Act of 1953 which has been codified in IC 36-7-14, as amended from time to time (the "Act"); and

WHEREAS, the Commission on May 28, 1997, adopted Resolution No. 1997-01 declaring the Highland Redevelopment Area to be an area in need of redevelopment within the meaning of the Act; and

WHEREAS, Resolution No. 1997-01 was confirmed by the Commission with the adoption of Resolution No. 1997-02 on July 8, 1997; and

WHEREAS, Subsequent Resolutions, No. 2003-01, No. 2005-11, No. 2006-10, No. 2007-08, and No. 2008-09 confirmed expansion of the Redevelopment Area; and

WHEREAS, the Commission accepted the 2007 Comprehensive Plan for the Highland Redevelopment Area on March 14, 2007; and

WHEREAS, the Commission has prepared, developed and approved the Supplement to the Highland Municipal Code, Section 214.180: RD-Redevelopment District (Architectural and Design Standards and Guidelines for the Redevelopment Area); and

WHEREAS, the Commission from time to time may develop a program to improve the downtown; and

WHEREAS, the Commission through its 2016 budget approved the Façade Improvement Grant Program which is intended to provide financial assistance for significant exterior building façade improvement in the Highland Downtown Redevelopment Area; and

WHEREAS, the goal of the program is to attract retail growth, additional business traffic, and catalyze investment through improved aesthetics; and

WHEREAS, The Belmonte Family Limited Partnership, by and through, Antonio Belmonte, applied for a grant totaling \$135,514.00, of which a not to exceed 30%, or

\$40,654.20, to be reimbursed upon completion of the work with approved receipts would exceed the allowed maximum award of \$40,000.00 for improvements of property located at 2907 Jewett Street; and

WHEREAS, the original grant application was given approval on August 19, 2019 by Resolution No. 2019-27 for a maximum award of \$40,000.00, the petitioners now request approval to extend the completion deadline due to an inability to complete the approved improvements within the one (1) year timeline allowed by the application process; and

WHEREAS, the Redevelopment Commission recognizes that mobilizing construction crews for interior and façade works were affected by Executive Order 20-02, and subsequent Executive Orders, as issued by Indiana Governor Eric Holcomb addressing the public health emergency created by the COVID-19 Pandemic; and

WHEREAS, The Belmonte Family Limited Partnership is seeking consideration to amend their original grant application and have therefore requested a One Hundred Eight (108) day extension in which to complete the project work; and

WHEREAS, granting approval of petitioners request to extend the completion deadline by One Hundred Eight (108) days extends the original completion date from August 19, 2019 to December 5, 2020.

All property taxes must be paid and up to date and there shall be no liens against the property;

NOW, THEREFORE, BE IT RESOLVED by the Highland Redevelopment Commission as follows:

1. That the Commission finds and determines it will be of public utility and benefit to approve the completion extension requested by The Belmonte Family Limited Partnership for a Façade Improvement Grant for property located at 2907 Jewett Street.
2. The original total project cost applied for was \$135,514.00 as designated by the contractors work estimates submitted as supporting documentation to the application and remains unchanged.
3. That the Commission has approved by Resolution 2019-27 and will provide an up to and not to exceed reimbursement of \$40,000.00 of the estimated project costs, based upon the total project cost of \$135,514.00 remains unchanged.
4. That all reimbursements will be made upon delivery of proof of work completed, and receipt by the Highland Redevelopment Commission, of approved receipts for work performed, and proof that all property taxes are

paid and up-to-date and no liens have been filed on the property remains unchanged.

5. That this Resolution shall be in full force and effect after its adoption by the Commission.

**ADOPTED AND APPROVED** by the Highland Redevelopment Commission, Lake County, Indiana this 26<sup>th</sup> day of May, 2020 having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**Highland Redevelopment Commission**

By: \_\_\_\_\_  
**George Georgeff, President**

**Attest:**

By: \_\_\_\_\_  
**Robyn Radford, Secretary**

**Resolution No. 2019-27**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT  
COMMISSION TO PROVIDE REIMBURSEMENT TO ANTONIO  
BELMONTE, THE BELMONTE FAMILY LIMITED PARTNERSHIP,  
FOR A COMMERCIAL PROPERTY FACADE IMPROVEMENT GRANT  
OF PROPERTY LOCATED AT 2907 JEWETT STREET**

WHEREAS, the Highland Redevelopment Commission (the "Commission"), governing body of the Town of Highland Department of Redevelopment (the "Department"), and the Redevelopment Area of the Town of Highland, Indiana (the "Redevelopment District"), exists and operates under the provisions of the Redevelopment of Cities and Towns Act of 1953 which has been codified in IC 36-7-14, as amended from time to time (the "Act"); and

WHEREAS, the Commission on May 28, 1997, adopted Resolution No. 1997-01 declaring the Highland Redevelopment Area to be an area in need of redevelopment within the meaning of the Act; and

WHEREAS, Resolution No. 1997-01 was confirmed by the Commission with the adoption of Resolution No. 1997-02 on July 8, 1997; and

WHEREAS, Subsequent Resolutions, No. 2003-01, No. 2005-11, No. 2006-10, No. 2007-08, and No. 2008-09 confirmed expansion of the Redevelopment Area; and

WHEREAS, the Commission accepted the 2007 Comprehensive Plan for the Highland Redevelopment Area on March 14, 2007; and

WHEREAS, the Commission has prepared, developed and approved the Supplement to the Highland Municipal Code, Section 214.180: RD-Redevelopment District (Architectural and Design Standards and Guidelines for the Redevelopment Area); and

WHEREAS, the Commission from time to time may develop a program to improve the downtown; and

WHEREAS, the Commission through its 2019 budget approved the Commercial Property Improvement Grant Program which is intended to provide financial assistance for significant commercial property improvement in the Highland Downtown Redevelopment Area; and

WHEREAS, the goal of the program is to attract retail growth, additional business traffic, and catalyze investment through improved aesthetics; and

WHEREAS, Antonio Belmonte of The Belmonte Family Limited Partnership has applied for a grant totaling \$135,514.00, of which a not to exceed 30%, or \$40,654.20, to be reimbursed upon completion of the work with approved receipts would exceed the allowed maximum award of \$40,000.00; and

WHEREAS, the Commission through its Commercial Property Improvement Grant Program Guidelines reserves the right to award a maximum grant of \$40,000.00 for any individual application submitted.

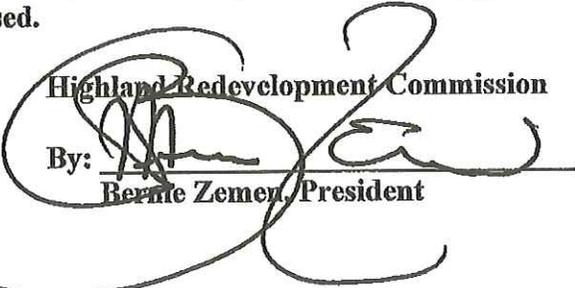
All property taxes must be paid and up-to-date and there shall be no liens against the property.

NOW, THEREFORE, BE IT RESOLVED by the Highland Redevelopment Commission as follows:

1. That the Commission finds and determines that it will be of public utility and benefit to approve reimbursement to **Antonio Belmonte of The Belmonte Family Limited Partnership**; for a Commercial Property Facade Improvement Grant for property located at **2907 Jewett Street**.
2. The total project cost applied for is **\$135,514.00** as designated by the lesser of the two contractors work estimates submitted as supporting documentation to the application.
3. That the Commission acknowledges that **30%** of the total project cost, **\$40,654.20**, exceeds the customary award; and therefore
4. The Commission determines the project will be granted the maximum allowed reimbursement of **\$40,000.00**, which is less than **30% of the estimated eligible project costs**, and based upon the total project cost of **\$135,514.00**.
5. That all reimbursements will be made upon delivery of proof of work completion, and receipt by the Highland Redevelopment Commission, of approved receipts for work performed, and proof that all property taxes are paid and up-to-date and no liens have been filed on the property.
6. That this Resolution shall be in full force and effect after its adoption by the Commission.

**ADOPTED AND APPROVED** this 19th day of August, 2019 by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, having passed by a vote of 5 in favor and 0 opposed.

Highland Redevelopment Commission

By: 

Bernie Zemen, President

Attest:

By: 

Mark Herak, Secretary

**THE TOWN OF HIGHLAND  
HIGHLAND REDEVELOPMENT COMMISSION  
RESOLUTION 2020-19**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION APPROVING AN  
AGREEMENT FOR GLUTH BROTHERS ROOFING COMPANY, INC. TO  
PROVIDE ROOF REPLACEMENT SERVICES  
FOR REDEVELOPMENT-OWNED PROPERTY LOCATED AT 2811 JEWETT STREET**

**Whereas**, The Redevelopment Commission of the Town of Highland is authorized to undertake redevelopment activities under IC 36-7-14 and Chapter 216 of the Highland Municipal Code, which are public uses and purposes for which public money may be spent and private property may be acquired, and

**Whereas**, Redevelopment activities include performing all acts incident to the statutory powers and duties of a redevelopment commission; and

**Whereas**, The Redevelopment Commission may adopt rules and bylaws it considers necessary for the proper conduct of their proceedings, the carrying out of their duties; and

**Whereas**, The Redevelopment Commission is authorized to negotiate and enter into contracts by statute; and

**Whereas**, The Redevelopment Commission does from time to time need maintenance and repair services to carry out its duties and maintain properties owned by the Redevelopment Commission; and

**Now Therefore Be It Hereby Resolved** by the Highland Redevelopment Commission, Lake County, Indiana:

That it is in the best interest of the Town of Highland Redevelopment Commission to enter into an Agreement with Gluth Brothers Roofing Company, Inc. for roofing services required at 2811 Jewett Street for a not-to-exceed amount of \$16,689.00 as specified in an estimate dated May 5, 2020.

**ADOPTED AND APPROVED** by the Highland Redevelopment Commission, Lake County, Indiana, this 26<sup>th</sup> day of May, 2020 having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**REDEVELOPMENT COMMISSION of the  
TOWN of HIGHLAND, INDIANA**

\_\_\_\_\_  
George Georgeff, President

ATTEST:

\_\_\_\_\_  
Robyn Radford, Secretary

Brian Gluth  
H. Russell Gluth  
Eric Gluth  
Randall X. Gluth



6701 Osborn Avenue  
Hammond, IN 46323  
(219) 844-5536  
(800) 82-GLUTH  
Fax: (219) 845-6953  
[www.gluthbrothersroofing.com](http://www.gluthbrothersroofing.com)

May 5, 2020

Town of Highland Redevelopment

Project: Sip Coffee Shop – Rear Garage  
2811 Jewett Street  
Highland, IN 46322

*We hereby submit specifications and estimates for:*

**RE: Roof Replacement - 52' x 52'**

We propose to provide labor, material, equipment and supervision to complete the following work:

**A. Safety Procedures**

1. Furnish and install safety equipment in compliance with Gluth Brothers Roofing Company's written safety policy, a copy of which is available upon request.
2. We will furnish and install warning lines for ground related roofing activities to safeguard areas of public and customer access.
3. Project materials will be stored on the job site in accordance with good construction practices. If stored on the roof, materials will be distributed throughout the entire roof area with care for weight placement.
4. Owner to have any power lines covered that are within ten (10) feet of work area, prior to start of work.

**B. Roof Preparation & Demolition**

1. Remove all existing parapet wall flashings and haul away.
2. We shall spade shave the high ridges in the existing smooth built up roof system hauling the debris away.
3. On the East side about the middle of the building, we shall remove a 10' x 10' area of built up roofing and insulation down to the existing structural metal roof decking hauling the debris away. We shall remove the deteriorated roof decking and install new decking where removed matching the existing profile. We shall infill the area with new insulation fill to match the existing roof height.
4. Remove all construction debris associated with our scope of work and haul away.

**C. Wood Blocking**

1. We will install new wood blocking as needed to equal the height of the new roof insulation along the existing gutter edge.
  - a. The wood blocking will be fastened every 24-inches on center with new mechanical fasteners.

**D. Insulation**

1. Install over the entire roof area, Carlisle's ½-inch R-Tech Fanfold high-performance rigid insulation cover board. The R-Tech insulation has compressive strength, water resistance properties, insect and mold resistance.
  - a. The insulation will be installed in continuous 4' x 50' sheets.
  - b. The insulation will be mechanically fastened into the structural decking with Carlisle's screws and plates per the manufacturer's specifications.

**Since 1886**

"Experience and a name you can trust!"

Brian Gluth  
H. Russell Gluth  
Eric Gluth  
Randall X. Gluth



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May 5, 2020

Town of Highland Redevelopment

Project: Sip Coffee Shop – Rear Garage  
2811 Jewett Street  
Highland, IN 46322

#### E. Roofing

1. Install over the entire roof area, Carlisle SynTec Systems RhinoBond 60 mil thick WHITE Sure-Weld polyester reinforced TPO roof system.
  - a. The TPO membrane will be induction welded to the RhinoBond TPO fastening plates, eliminating membrane flutter, per the manufacturer's written specifications.
  - b. All field seams will be constructed utilizing hot air welding technology fusing the surfaces together, creating a permanently bonded sheet for a long-term water tight seal. (no adhesive or taped seams).
2. At all perimeter parapet wall locations, we will complete the following work:
  - a. The Carlisle Sure-Weld membrane will extend up the wall to the under side of the ceramic coping tiles.
  - b. The Carlisle membrane will be fully adhered to the wall with Carlisle's TPO bonding adhesive.
  - c. Install Carlisle's RhinoBond TPO fastening plates to eliminate future bridging of the new TPO field membrane. The fastening plates will be mechanically fastened 12-inches on center utilizing Carlisle's white screws.
3. At all roof mounted curbs, we will complete the following work:
  - a. Install Carlisle's SecurTape reinforced perimeter-fastening strip to eliminate future bridging of the new TPO field membrane. The fastening strip will be mechanically fastened 12-inches on center utilizing Carlisle's screws and plates.
  - b. Flash all sides of the curbs according to Carlisle's written specifications with Carlisle's TPO membrane hot air welded to the field membrane and fully adhered to the roof curb with Carlisle's TPO bonding adhesive.
  - c. Mechanically fasten the top of the flashing membrane for additional securement.
4. Flash all "standard" roof penetrations with Carlisle's TPO form flash unreinforced and accessories hot air welded to the field membrane.
5. At all round pipe penetrations 6 ½-inches wide or less (soil pipes):
  - a. Install Carlisle's one-piece TPO pre-fabricated pipe flashing hot air welded to the field membrane.
  - b. Furnish a stainless-steel clamping ring at the top of the flashing and seal with Carlisle's all purpose sealant for additional weather protection.
6. Where the mechanical unit exists:
  - a. We will slightly lift/move the unit in order to install the new roof membrane.
  - b. We will reset the unit on pressure treated lumber and Carlisle's heavy-duty protection pads so the lumber does not rest on the new roof membrane.
  - c. Please note: Care will be taken to minimize any potential damage to the mechanical lines. Usually, this work is completed without any damage occurring. However, due to the age and/or positioning of these lines, sometimes damage is unavoidable. Gluth Brothers Roofing Company, Inc. has no allowance in the Base Bid Price for any mechanical work, unless specifically stated.

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May 5, 2020

Town of Highland Redevelopment

Project: Sip Coffee Shop – Rear Garage  
2811 Jewett Street  
Highland, IN 46322

**F. Sheet Metal**

1. Fabricate out of 24-gauge Kynar coated metal sheets (color of metal to be chosen from manufacturer's standard colors) in Gluth Brothers Roofing's sheet metal shop and install at the job site, the following:
  - a. Along the gutter edge, a new roof edge flashing. We will strip in the flashing with Carlisle's TPO flashing system.
  - b. A sheet metal counter flashing that will be slid under the back lip of the ceramic tile coping and fastened into the masonry wall every 12-inches on center with Carlisle's drive pins.

**G. Miscellaneous**

1. A temporary watertight seal will be made each evening until the project is completed.
2. Reasonable care will be taken to protect sidewalks and landscaping as much as is possible/practical.

**H. Warranties**

1. Upon completion a Carlisle technical representative will thoroughly inspect your roof to ensure that it complies with their rigid standards.
2. **Fifteen-year, no dollar limit, non pro-rated warranty** issued by Carlisle SynTec Systems, covering leaks caused by improper installation and/or defective materials.

**For The Sum Of: \$ 16,689.00**

**Since 1886**

"Experience and a name you can trust!"

Brian Gluth  
H. Russell Gluth  
Eric Gluth  
Randall X. Gluth



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May 5, 2020

Town of Highland Redevelopment

Project: Sip Coffee Shop – Rear Garage  
2811 Jewett Street  
Highland, IN 46322

**I. Bid Clarifications:**

1. No tuck-pointing, plumbing, electrical, or mechanical work was included in this proposal.
2. Gluth Brothers Roofing Company, Inc. is a licensed roofing contractor. Gluth Brothers Roofing will obtain necessary permits. The cost of the permit and associated inspection fees for our work will be added to the final billing.
3. Terms 30 days from invoice date / completion

*All license and applicable taxes included.*

*A certificate of insurance will be furnished upon request.*

Gluth Brothers Roofing Co., Inc. will maintain workers compensation, general liability and auto liability insurance. A certificate of insurance will be furnished upon request. NOTE: This proposal may be withdrawn by us if not accepted within 30 days. Upon completion our technical representative will thoroughly inspect your roof to ensure that it complies with our rigid standards. Payment upon completion, unless otherwise stated. Price subject to change if not accepted within thirty (30) days. A mechanic's lien will be filed within 55 days of completion if account is not paid in full. A finance charge of 3% per month (36% per annum) will be added to all past due balances; cancellation fee of ten percent (10%) of total price. The above prices, specifications, and conditions are satisfactory and hereby accepted. I hereby represent and acknowledge that I am the owner or agent for the owner of the property and hereby authorize you to perform the work as specified. I agree to pay for the costs, including reasonable attorney fees and expenses, for the filing of a mechanic's lien or any legal action necessary to recover payments as outlined above. In the event litigation arises out of this contract, and Gluth Brothers Roofing Co., Inc. is the prevailing party, all attorney fees will be paid by the owner or representing agent. Any alteration or deviation from the above specifications involving extra costs and will become an extra charge over and above the estimate. Time is not of the essence for the Contractor. Standard Workmanship Guarantee to be one year as per the Gluth Brothers Roofing Co., Inc. guarantee form.

ACCEPTED:

BY: \_\_\_\_\_ DATE: \_\_\_\_\_ Estimator: Eric Gluth  
 PRINT NAME: \_\_\_\_\_  
 Last 4 Digits Soc. Sec. # \_\_\_\_\_ Signature: \_\_\_\_\_  
 Or Driver's License # \_\_\_\_\_

**Since 1886**

"Experience and a name you can trust!"

123 N. Wood St.  
(855)297-1915  
Griffith, IN 46319  
5787



Phone:  
Fax: (219)923-

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[www.hobsonscott.com](http://www.hobsonscott.com)

Town Of Highland  
2811 Jewet St.  
Highland, IN  
Phone: 972-7598  
Contact: (Lance Ryskamp)

Date: 5/15/20

We hereby submit an estimate for the following:

## Roof Replacement

### Roof inspection:

After inspecting the condition of the roof at the above address we found the following:  
The roof assembly consists of a steel deck with a Built Up Roofing (BUR) roof system over 2" fiberboard insulation. There are several areas where the roof has failed which may be causing leaks. It is our recommendation the existing roof be removed due to the blistering throughout the roof, however the roof can also be reroofed. It is also our recommendation the clay coping be removed and replaced with coping metal so the roof can be installed correctly up and over the parapet wall then install coping metal over the top. It is also our recommendation the gutters be replaced during the roofing process. The gutters are old, rusting and will be a future issue to replace once a new roof is installed over them. The following quote will outline the options for roof replacement along with sheet metal options.

### Safety:

Hobson and Scott will perform all work according to all OSHA guidelines, insuring a safe environment for the general public and the workers affiliated with the project.  
We will insure that safety barriers are installed for all ground related work for the protection of other trades and the general public.  
All materials will be stored in a safe manner, keeping weather conditions, security and weight distribution in mind.  
We do not take responsibility for anybody not employed by Hobson & Scott who does not follow the guidelines set forth by OSHA.

### Removal:

- Remove the existing roofing down to the steel deck.
- Replace steel decking if needed at an additional rate of \$2.50 per square foot.
- Replace rotten blocking as needed at a additional rate of \$4.75 per foot.
- Clean up and haul away all job related debris from the jobsite.

123 N. Wood St.  
(855)297-1915  
Griffith, IN 46319  
5787



Phone:  
Fax: (219)923-5787

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#### **Insulation:**

- Install 2" Polyiso insulation board over the roof deck.
- Mechanically fasten the insulation board to the roof deck using 16 plates and screws per 4' x 8' field sheet, 24 plates and screws perimeter sheets and 32 plates and screws in the corners.
- Stagger all insulation seams during securement.
- All insulation will be installed per GAF specifications.

#### **GAF Everguard Fully Adhered 60 mil TPO membrane:**

- Install GAF Everguard 60 mil fully adhered TPO single ply membrane 10' sheets (white) in the field per manufacturer's specifications.
- Install wall flashing up the parapet wall and over the top.
- Weld all field seams with an automatic welder. All field welds will be 1 1/2" wide per specifications. Install prefabricated TPO accessories for all penetrations. Hand weld all detail work at 1 1/2" wide. Test welds will be performed throughout the day to ensure all welds are achieved at 100%.

#### **Base attachment:**

- Install 4 fasteners around all pipe penetrations before final flashing.
- Install fasteners around all mechanical units.
- Install base attachment along all walls using termination bar.
- Install field sheet base attachment into the gutter edge sealed with water block.

#### **Sheet metal:**

- Install (2) layers of blocking attached to the concrete parapet walls using concrete anchors.
- Install 22 gauge cleats anchored to the blocking secured using galvanized roofing nails on a 4" stagger pattern.
- Install 24 gauge steel prefinished coping metal with splice plates.
- Install 24 gauge 7" steel prefinished gutters with 3x4 downspouts anchored to the masonry wall.

#### **Reroof:**

- Cut relief joints in the existing roofing where the roof is blistering.
- Install 1" Polyiso insulation over the existing roof.
- Install roof system same as mentioned above.
- Install slip flashing terminating under the existing clay coping.
- All other details will remain the same.

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**Standard warranty:**

Material is covered by the GAF Limited Warranty for single-ply roofing materials (20 years). A copy of the warranty is available upon request.

Hobson & Scott will provide a 5 year non-prorated workmanship warranty for all our work.

Hobson & Scott will supply all permits needed to complete the work stated above. Hobson & Scott is a fully licensed bonded and insured company (**including workers compensation.**)

**60 Mil Fully Adhered GAF TPO roof system:  
(Complete roof removal) \$26,000.00**

**60 Mil Fully Adhered GAF TPO roof system:  
(Reroof) \$21,000.00**

**Coping/gutter sheet metal:  
(Optional) \$4,900.00**

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Hobson & Scott Remodeling shall not be responsible for damage or delays due to fires, accidents or Acts of God. In the event that the total bill is not paid in full within 30 days of completion, the contractor may declare default. The contractor then may exercise any remedy available by law, including but not limited to, the filing of applicable mechanics liens. In the event, balances in default are subject to interest at the rate of 15% per annum. The owner then shall be liable for all interest, cost of suit and reasonable attorney fees to enforce this contract.

Once a deposit has been placed and materials have been ordered, if client wishes to cancel, Hobson & Scott Remodeling may keep the deposit as surrender fees and may also bill clients for products over this deposit amount. If during the construction process client's wish to cancel the job, the entire agreed upon job price then becomes due and payable within 30 days after cancellation. If Hobson & Scott does not then receive the remainder of the job price the items in the paragraph stated above then become enforceable.

**PAYMENT SCHEDULE:**

**50% UPON CONTRACT SIGNING**

**BALANCE UPON COMPLETION**

Acceptance of proposal:

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

\_\_\_\_\_ Date\_\_\_\_\_

**Hobson & Scott Remodeling, Inc.**                      **Title**

**WITHIN 3 DAYS OF THE EXECUTION OF THIS AGREEMENT, BUYER (S) MAY AT HIS/HER/THEIR SOLE DISCRETION RESCIND OR CANCEL THIS AGREEMENT. UPON SUCH CANCELLATION, THIS AGREEMENT SHALL BE NULL AND VOID. IT SHALL BE BUYER (S) DUTY TO NOTIFY SELLER IN WRITING, BY CERTIFIED MAIL, RETURN RECEIPT, AT THE COST OF THE BUYER.**

05/19/2020 09:16 AM  
 User: DMJ  
 DB: Highland

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 04/30/2020 - 05/27/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
<b>Fund 094 REDEVELOPMENT GENERAL</b>						
<b>Dept 0000</b>						
094-0000-20003	COVID-19 SUPPLIES	86581	ABLE PAPER & JANITORIAL	COVID-19 SUPPLIES	19.50	
094-0000-20003	COVID-19 SUPPLIES	86582	ABLE PAPER & JANITORIAL	COVID-19 SUPPLIES	16.00	
094-0000-31001	APRIL LEGAL FEES	86587	ABRAHAMSON, REED & BILSE	APRIL LEGAL FEES	1,824.00	
094-0000-31003	FINANCIAL PROFESSIONAL SERVICE	86579	SEH OF INDIANA, LLC	FINANCIAL PROFESSIONAL SERVICES	1,275.75	
094-0000-34023	HEALTH INS	86315	TOWN OF HIGHLAND INS FUND (VMAY 2020 HEALTH/LIFE INS PREM REDE'	TOWN OF HIGHLAND INS FUND (VMAY 2020 HEALTH/LIFE INS PREM REDE'	1,994.23	
094-0000-34043	LIFE INS	86315	TOWN OF HIGHLAND INS FUND (VMAY 2020 HEALTH/LIFE INS PREM REDE'	TOWN OF HIGHLAND INS FUND (VMAY 2020 HEALTH/LIFE INS PREM REDE'	15.88	
094-0000-35008	UTILITIES- 2811 JEWETT	86585	NORTHERN IN PUBLIC SERVICE	CUTILITIES-2811 JEWETT	155.33	
094-0000-35008	UTILITIES- 2821 JEWETT	86586	NORTHERN IN PUBLIC SERVICE	CUTILITIES- 2821 JEWETT	104.08	
094-0000-35008	STORM-8610 KENNEDY	86588	TOWN OF HIGHLAND UTILITIES	STORM-8610 KENNEDY	10.14	
094-0000-35008	STORM-8612 KENNEDY	86589	TOWN OF HIGHLAND UTILITIES	STORM--8612 KENNEDY	10.14	
094-0000-35008	STORM-8618 KENNEDY	86590	TOWN OF HIGHLAND UTILITIES	STORM- 8618 KENNEDY	40.67	
094-0000-35008	STORM-8620 KENNEDY	86591	TOWN OF HIGHLAND UTILITIES	STORM-8620 KENNEDY	40.67	
094-0000-35008	STORM-2605 CONDIT	86592	TOWN OF HIGHLAND UTILITIES	STORM- 2605 CONDIT	10.14	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	86271	PAYROLL ACCOUNT	4/24 PRL D/S TRANSFER REDEVELOPME'	5,162.06	32289
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	86408	PAYROLL ACCOUNT	5/8PRL D/S TRANSFER REDEVELOPMENT	4,878.34	32330
Total For Dept 0000					15,556.93	
Total For Fund 094 REDEVELOPMENT GENERAL					15,556.93	
<b>Fund 096 REDEVELOPMENT CAPITAL</b>						
<b>Dept 0000</b>						
096-0000-39025	APPRAISAL-8715-8721 KENNEDY	86584	VALUATION SERVICES. LLC	APPRAISAL-8715-8721 KENNEDY	2,400.00	
096-0000-39026	SITE STATUS LTR-2605 CONDIT	86580	ENVIROFORENSICS LLC	SITE STATUS LTR-2605 CONDIT	1,500.00	
096-0000-39040	COMMUNITY GARDEN LUMBER	86583	TRI-CREEK LUMBER	COMMUNITY GARDEN LUMBER	846.61	
Total For Dept 0000					4,746.61	
Total For Fund 096 REDEVELOPMENT CAPITAL					4,746.61	

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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
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Page 2/2

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 094 REDEVELOPMENT GENERAL	15,556.93
Fund 096 REDEVELOPMENT CAPITAL	4,746.61
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	20,303.54