

AGENDA FOR SPECIAL PLENARY MEETING

HIGHLAND REDEVELOPMENT COMMISSION

This meeting will be convened as an electronic meeting pursuant to Governor Holcomb's Executive Order 20-04, 20-09 and 20-25 and now extended by Executive Order 20-52 through 30 January 2021 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/95996433583?pwd=a0REUXhjTXkwcWp3aGgwOEK0bmFnQT09>

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: 969 5507 2196 and Password: 781005

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TUESDAY, JANUARY 12, 2021
7:00 P.M.
DRAFT

Roll Call:

Commissioner Jack Havlin
Commissioner Cyril Huerter
Commissioner Robyn Radford
Commissioner Renee Reinhart
Commissioner Tony Washick

Minutes of Previous Sessions:

Special Orders:

Public Comment:

Communications:

Unfinished Business and General Orders:

New Business:

1. **Ratification of Special Plenary Meeting to Consider Highland Redevelopment Commission Resolution 2021-01.**
2. **Consideration of Resolution 2021-01: A Resolution of the Highland Department of Redevelopment Highland Redevelopment Commission Authorizing Compensation for Certain Employees to be Derived from the Proper Fund of the Redevelopment Department of the Town of Highland, Lake County, Indiana.**

Action to Pay Accounts Payable Vouchers:

094	Redevelopment General	\$	0.00
095	Highland Economic Development	\$	0.00
096	Redevelopment Capital	\$	0.00
098	Downtown Redevelopment District Allocation Area	\$	0.00
101	Redevelopment Bond & Interest	\$	0.00
107	Cardinal Campus Allocation	\$	0.00
250	CEDIT Econ. Dev. Income Tax Fund	\$	<u>0.00</u>
	TOTAL	\$	0.00

Business from the Commissioners:

Next Meeting: The next full Study Session will be January 26, 2021 and convene at 7:00 PM. The next Plenary Meeting will be held on January 26, 2021 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 scheduled for Thursday, February 4, 2021 at 6:30 PM. The meetings will be convened electronically.

**HIGHLAND DEPARTMENT of REDEVELOPMENT HIGHLAND
REDEVELOPMENT COMMISSION
RESOLUTION No. 2021-01**

**A RESOLUTION AUTHORIZING COMPENSATION FOR CERTAIN
EMPLOYEES TO BE DERIVED FROM THE PROPER FUND OF THE
REDEVELOPMENT DEPARTMENT OF THE TOWN OF HIGHLAND, LAKE
COUNTY, INDIANA**

Whereas, The Highland Town Council, as legislative body of the municipality enacted Chapter 14.15 of the Highland Municipal Code, establishing the Highland Redevelopment Commission and the Redevelopment Department, pursuant to provisions of I.C. 36-7-14-1 through IC 36-7-14-44.2 as may be amended from time to time;

Whereas, Those provisions incorporate by reference provisions of I.C. 36-7-14-et seq., outlining for and conferring upon the Redevelopment Commission certain responsibilities relative to the management of the department's human resources, including but not limited to fixing the compensation of the Redevelopment Director and such other employees as may be employed by the department; and,

Whereas, The Redevelopment Commission, pursuant to its authority under IC 36-7-14-12.2(a)(15), now wishes to fix and regulate the compensation of the senior leadership, staff and employees of the department,

BE IT HEREBY RESOLVED BY the Redevelopment Commission of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That wages and salaries are hereby established for the employees and certain professional appointments of the Redevelopment Department, to be paid from the proper fund of the Redevelopment Department, effective upon adoption, as set forth below:

(A) Advising and Support Personnel:

- | | |
|----------------------------------|---|
| (1) Attorney: | paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file. |
| (2) Meeting Recording Secretary: | \$ 55.17 per month |

(B) Full-Time Staff:

- | | |
|-----------------------------|----------------------------------|
| (1) Redevelopment Director | \$2,551.10 bi-weekly (base rate) |
| (2) Redevelopment Assistant | \$1,537.58 bi-weekly (base rate) |

Section 2. *Compensation and Benefits Ordinance Adopted.* That the compensation and benefits policies as adopted and which are in effect in the most recently adopted compensation and benefits ordinance as amended by the Town Council from time to time, are hereby adopted and ratified for application to the Commissioners, officers and employees of the Redevelopment

Department;

Section 3. No other wage or salary increases not otherwise provided by statute, ordinances or resolutions of the municipality may be distributed to any single employee or officer, unless specifically approved by the Town council or proper board of jurisdiction;

Section 4. (A) That unless otherwise provided by this resolution, all new employees will start at the identified starting wage or salary for their job position unless approved by the Redevelopment Commission to do otherwise;

(B) That where no starting wage or salary is depicted, the Redevelopment Commission shall fix such pay by proper enactment prior to the payment of wages or salary. The Redevelopment Director shall notify the Clerk-Treasurer in writing of all individual raises and their effective dates;

(C) That the Redevelopment Director shall report all rates and wages as a rate per hour for all hourly wage earners and a bi-weekly rate for all salaried wage earners as set forth in this resolution. Such other increases or changes of biweekly or hourly pay executed pursuant to this resolution shall not be made effective earlier than the month in which it is properly filed;

(D) *Incumbent defined.* Further, except as otherwise provided in the compensation and benefits ordinance regarding acting pay, the term Incumbent rate as used in this resolution shall be construed to mean a rate or wage applied to a worker in the position for more than one year;

Section 5. That the Redevelopment Director will receive no overtime pay except as provided in the most recently adopted compensation and benefits ordinance, as amended;

Section 6. That department heads and senior supervisory workers who earn a graduate degree from an accredited University or College in a discipline relevant to their administrative responsibilities, shall have an additional compensatory adjustment added to the base rate in the bi-weekly amount described in and pursuant to Section 3 (D) of the wage and salary ordinance most recently adopted by the Town Council;

Section 7. That the approved staffing levels for certain positions are hereby approved and fixed as indicated by a parenthetical number and any part-time worker is limited to a weekly schedule not to exceed 28 hours unless approved by the Town Council to become an eligible employee, as set forth in the Compensation and Benefits Ordinance;

Section 8. That in addition to those provisions providing for a salary for the duly appointed attorney, the duly appointed attorney is authorized to bill for legal services performed outside the scope of the retained services salary for hours spent on lawful business of the department according to the rates and terms of a letter of acceptance placed on file with the municipal clerk and the redevelopment director;

Section 9. That the provisions of this resolution shall remain in

effect until they are amended, or repealed by passage and adoption of a successor resolution of the Redevelopment Commission;

Section 10. That the provisions of this resolution shall remain in effect upon its passage and adoption, from and after January 10, 2021, and until its provisions are amended, or repealed by passage and adoption of a successor resolution of the Redevelopment Commission.

Duly Approved, Resolved and Adopted by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, this ____ day of _____ 2021 by a vote of ____ in favor and ____ opposed.

**THE REDEVELOPMENT DEPARTMENT
BY ITS REDEVELOPMENT COMMISSION:**

President of the Redevelopment Commission

Attest:

Secretary of the Redevelopment Commission

HIGHLAND REDEVELOPMENT COMMISSION
DISCUSSION TOPICS for STUDY SESSION - DRAFT
TUESDAY, JANUARY 12, 2021
7:00 P.M.

This meeting will be convened as an electronic meeting pursuant to Governor Holcomb's Executive Order 20-04, 20-09 and 20-25 now extended through 30 January 2021 by his Order 20-52, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency.

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TUESDAY, JANUARY 12, 2021
7:00 P.M

1. Parking Lot Project Highway & Kennedy – Update
2. Downtown Streetlight Retrofit – Update
3. 2021 Meeting Schedule – Discussion
4. Bult Oil Property - Information
5. Commercial Property Improvement Grants – Update
6. Redevelopment Commissioners Comments

PUBLIC NOTICE OF MEETINGS
Issued pursuant to I.C. 5-14-1.5 et seq

HIGHLAND REDEVELOPMENT COMMISSION

2021 Meeting Schedule

(Approved and Adopted January 26, 2021 as Advertised)

2nd Tuesday of the Month

7:00 PM Study Session

January 12, 2021
February 9, 2021
March 9, 2021
April 13, 2021
May 11, 2021
June 8, 2021
July 13, 2021
August 10, 2021
September 14, 2021
October 12, 2021
November 9, 2021
December 14, 2021

4th Tuesday of the Month

7:00 PM Review Session,
Plenary Business Meeting
to Follow Immediately

January 26, 2021
February 23, 2021
March 23, 2021
April 27, 2021
May 25, 2021
June 22, 2021
July 27, 2021
August 24, 2021
September 28, 2021
October 26, 2021
November 23, 2021
December 28, 2021