

**HIGHLAND REDEVELOPMENT COMMISSION
SPECIAL PUBLIC MEETING MINUTES
MONDAY, JANUARY 7, 2019**

The Highland Redevelopment Commission ("Commission", "RC") met in a Special Public Meeting on January 7, 2019 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Zemen called the meeting to order at 7:18 p.m. Taking minutes for the meeting was Director Kathy DeGuilio-Fox.

Roll Call: Present on roll call were Redevelopment Commissioners Michael Griffin, Mark Herak, Dan Vassar, Steve Wagner and Bernie Zemen. A quorum was attained.

Additional Officials Present: Rhett Tauber, Redevelopment Commission Attorney; Pat Krull, School Town of Highland Commissioner; and Kathy DeGuilio-Fox, Redevelopment Director were additionally present.

Also present: Larry Kondrat, Board of Waterworks; Ed Dabrowski, IT Consultant; Robin Carlascio, Idea Factory were also present.

Minutes of the Previous Meetings: None

Special Orders: None

Public Comment: None

Communications: None

Unfinished Business and General Orders: None

New Business: Resolution No. 2019-01: 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. Commissioner Michael Griffin moved to adopt Resolution No. 2019-01, a resolution authorizing a salary increase for employees of the Redevelopment Department of the Town of Highland, Lake County, Indiana. Commissioner Steve Wagner seconded the motion. Upon a roll call vote the motion passed with five affirmatives and zero negatives.

Action to Pay Accounts Payable Vouchers: None

Business from the Commissioners: None

Next Meeting: The next full Study Session is scheduled to be held on February 4, 2019 at 7:00 p.m. The next Public Meeting will be convened on January 21, 2019 at 7:30 p.m. A Study Session at 7:00 p.m. will precede the public meeting and reconvene following the public meeting, if deemed necessary. The next meeting of the Highland Main Street will be Thursday, February 7, 2019 at 6:30 p.m. in the Upper Conference room of the Town Hall.

Adjournment: There being no further business of the Highland Redevelopment Commission, Commissioner Dan Vassar made a motion to adjourn the meeting. Commissioner Wagner seconded the motion. Upon a voice vote, the motion passed. The January 7, 2019 special public meeting of the Highland Redevelopment Commission was adjourned at 7:20 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

Redevelopment Assistant

\$1,492.80 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*, 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 ordinance, 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) 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) Further, 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 change 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. 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 of \$105, 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. 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 municipality according to the rates and terms of a letter of acceptance placed on file with the municipal clerk.

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 13, 2019, and until its provisions are amended, or repealed by passage and adoption of a successor resolution of the Redevelopment Commission.

Duly Approved and Adopted by the Redevelopment Commission of the Town of Highland, Lake County, Indiana this 7th day of January, 2019 by a vote of 5 in favor and 0 opposed.

THE REDEVELOPMENT DEPARTMENT
BY ITS REDEVELOPMENT COMMISSION:



President of the Redevelopment Commission

Attest:



Secretary of the Redevelopment Commission