

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
WEDNESDAY, January 11, 2017**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Wednesday, January 11, 2017 at 6:06 PM in the Upper Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Greg Kuzmar called the meeting to order. Minutes were prepared by Cecile Petro, Redevelopment Director.

ROLL CALL: The Town Council has not made Redevelopment Commission appointments for 2017. Therefore, the 2016 appointed Commissioners will serve until new appointments are made. Commissioners present included Greg Kuzmar, Kathy DeGuilio-Fox, Dominic Noce, Bill Leep, and Ed Dabrowski. Also in attendance were Attorney Carol Green-Fraleay, School Town Commissioner Pat Krull, Town Councilman Steve Wagner, and Redevelopment Director Cecile Petro.

General Substance of the Discussion

Agenda for Public Meeting

The Commissioners discussed Resolution 2017-01 which sets the salaries of the Director, Assistant, and Attorney. The Director reported that the Attorney is requesting an increase in her rate per hour. The last increase was in 2014 and the Town Attorney received an increase this year.

Resolution 2017-02 was reviewed. It would approve a retainer agreement for the Commission's financial professional services and general redevelopment consulting.

Claims were examined, questions were asked and responses were provided by the Director.

8620 Kennedy Avenue

The Director stated that rent has been received from unit #3 of 8620 Kennedy Avenue and that a letter has been prepared and mailed to the lessee for units #1 & #2 stating that the Redevelopment Commission has purchased the property and expects the rent to be paid on time.

2711 & 2717 Condit Street

Attorney Green-Fraleay reported that she has communicated once again with the attorney for the owners of 2711 & 2717 Condit to seek information on the owners' willingness to accept a Right of First Refusal agreement. No response has been received. President Kuzmar asked for copies of the Attorney's communication with the owner's attorney. The Director asked the Attorney to contact the owner's attorney requesting permission to utilize the property for staging purposes, if the Town Theatre project moves forward. The Attorney stated that she will need to know the length of time and how much of the area will be needed.

Study Session ended at 7:01 PM for the Public Meeting.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING
January 11, 2017**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on January 11, 2017 at 7:02 PM in the Upstairs Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Kuzmar called the meeting to order. Taking minutes for the meeting was Director Petro.

ROLL CALL:

Present on roll call included Redevelopment Commissioners Greg Kuzmar, Ed Dabrowski, Dominic Noce, Bill Leep, and Kathy DeGuilio-Fox. Also in attendance were Attorney Carol Green-Fraley, Town Councilman Steve Wager, School Town of Highland Commissioner Pat Krull, and Director Cecile Petro.

MINUTES OF PREVIOUS SESSIONS:

Commissioner Leep made a motion to approve the minutes as written for the Public Meeting and Study Session of December 14, 2016. Commissioner Deguilio-Fox seconded the motion. **Motion carried by unanimous voice vote.**

PUBLIC COMMENTS:

School Town Commissioner Pat Krull informed the Commission that the School Board President has provided his name to the Council to be reappointed to serve as a non-voting member of the Commission.

SPECIAL ORDERS: None

COMMUNICATIONS: None

UNFINISHED BUSINESS AND GENERAL ORDERS: None

NEW BUSINESS:

Commissioner Dabrowski made a motion to Approve Resolution 2017-01, *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 DeGuilio-Fox seconded the motion. **Motion passed by unanimous voice vote.**

President Kuzmar tabled Resolution 2017-02, A Resolution of the Highland Redevelopment Commission to Approving a Retainer Agreement for Financial Professional Services and General Redevelopment Consulting to the Highland Redevelopment Commission for 2017.

ACTION TO PAY ACCOUNTS PAYABLE VOUCHERS:

Commissioner Noce made a motion to pay account payables as stated in the amount of \$269,628.44. Commissioner DeGuilio-Fox seconded the motion. **Motion carried by unanimous voice vote.**

BUSINESS FROM THE COMMISSIONERS:

Commissioner Noce thanked all the Redevelopment Commissioners for the productive year in 2016. H stated that he needs to end his service to the town after forty years. Mr. Noce appreciates the service and work of everyone on the Commission and Director Petro. Councilman Wagner thanked Commissioner Noce for his long service to the town. All of the members thanked Mr. Noce for his service.

NEXT MEETING:

The next Public Meeting will be held on February 8, 2017, at 7:00 PM. A Study Session will precede the meeting at 6:00 PM and it may reconvene following the Public meeting. The next full Study Session will be held on January 25, 2017 at 6:00 PM. The next Highland Main Street meeting will be held on Thursday, February 2, 2017 at 6:30 PM. All meetings will take place in the town hall.

ADJOURNMENT: Commissioner Dabrowski made a motion to adjourn the meeting. Commissioner DeGuilio-Fox seconded the motion. **Motion carried by unanimous voice vote to adjourn the meeting at 7:14 PM.**

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION RECONVENED
January 11, 2017**

The Highland Redevelopment Commission ("Commission", "RC") reconvened at 7:19 PM in the Upper Conference Room of the Municipal Building at 3333 Ridge Road, Highland, Indiana.

ROLL CALL: Present on silent roll call included Commissioners: Greg Kuzmar, Dominic Noce, Kathy DeGuilio-Fox, Bill Leep, and Ed Dabrowski. Also in attendance were Attorney Carol Green-Fraley, School Town of Highland Commissioner Pat Krull, Town Councilman Steve Wagner, and Director Petro.

General Substance of the Study Session

Town Theatre

The Director stated that an on-site visit to the Town Theatre was a part of the Pre-Bid Conference which was held on January 5, 2017. Over seventy people visited the site and about fifty returned to the Town Hall for the Pre-Bid Conference. The bids will be opened on Monday, January 16, 2017 at noon. The Director inquired whether the bid deadline could be extended because many contractors are requesting additional time. The Attorney said that there is insufficient time to send a notice to the newspaper and that the only recourse is to rebid the project. A presentation to the Town Council has been set for Monday, January 23, 2017 and a vote will follow at another Town Council Plenary Session. No venue has been set, as yet, for the presentation. The Attorney asked for an audio recording of the presentation.

8630 Kennedy Avenue

Construction is continuing on 8630 Kennedy by the owners after several issues regarding compliance with the design standards were resolved. The owners received a Façade Improvement Grant for two sides of the building that face the public right-of-way from the Commission.

8608 Kennedy Avenue

The Attorney has found it difficult to find commercial appraisers. She is still seeking qualified people.

Highland Main Street Appointment

Commissioner Leep has agreed to serve as the liaison between Highland Main Street Bureau and the Redevelopment Commission for 2017.

Tax Increment Finance Meetings

Commissioners Leep and Kuzmar and Councilman Wagner provided remarks about their recent meeting with two potential candidates for Tax Increment Financing funding. The commercial developer at 2209 Main Street has purchased all of the property and is completing engineering and traffic studies for the area. His group will know within a short amount of time how much infrastructure will be needed and the cost. Once that is known they will come back to request TIF funding.

A developer interested in developing senior housing brought an architect and a senior housing contractor to the meeting to discuss the feasibility of a senior housing project as a public/private partnership.

The Director has been working with both groups for some time and suggested this meeting to allow the developers a chance to present their positions to representatives of the Council, Commission, and Clerk-Treasurer.

Study Session ended at 8:08 PM.

**HIGHLAND DEPARTMENT of REDEVELOPMENT
HIGHLAND REDEVELOPMENT COMMISSION
RESOLUTION No. 2017-01**

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; and,

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;

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. (\$180 hr.)
\$190 <i>off</i> |
| (2) Meeting Recording Secretary | \$ 52 per month |

(B) Full-Time Staff:

Redevelopment Director	\$2,404.66 bi-weekly (base rate)
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Redevelopment Assistant

\$1,449.60 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 \$95, 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;

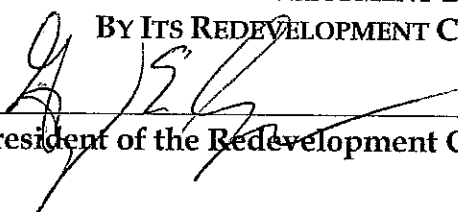
Section 8. In addition to those provisions providing for a salary for the duly appointed attorney, the duly appointed attorney is authorized to bill for legal services performed outside the scope of the retained services salary for hours spent on lawful business of the municipality according to the rates 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 1, 2017, and until its provisions are amended, or repealed by passage and adoption of a successor resolution of the Redevelopment Commission.

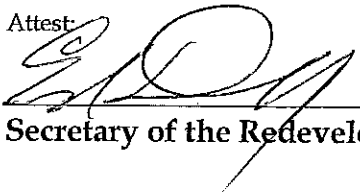
Duly Approved and Adopted by the Redevelopment Commission of the Town of Highland, Lake County, Indiana this 11th day of January, 2017 by a vote of 5 in favor and 0 opposed.

THE REDEVELOPMENT DEPARTMENT
BY ITS REDEVELOPMENT COMMISSION:



President of the Redevelopment Commission

Attest:



Secretary of the Redevelopment Commission

GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

Fund 094 Redevelopment General
Dept 0000

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
094-0000-20003	OFFICE SUPPLIES		OFFICE SUPPLIES	1.49	
094-0000-31001	LEGAL FEES- GENERAL FILE		LEGAL FEES- GENERAL FILE	1,862.00	
094-0000-31001	LEGAL FEES-2813/2815 JEWETT		LEGAL FEES-2813/2815 JEWETT	570.00	
094-0000-31003	THEATER CONSULTING		THEATER CONSULTING	1,394.31	
094-0000-31004	MEMBERSHIP LUNCH TICKETS--JANUAR		MEMBERSHIP LUNCH TICKETS--JANUARY	30.00	
094-0000-32002	REIMBURSEMENT- MILAGE		REIMBURSEMENT- MILAGE	16.05	
094-0000-33001	LEGAL NOTICE-BID INVITE-2 NOTIC		LEGAL NOTICE-BID INVITE-2 NOTICES	71.86	
094-0000-34023	HEALTH INS		JAN 17 HEALTH/LIFE INS PREM REDEV	1,462.97	
094-0000-34043	LIFE INS		JAN 17 HEALTH/LIFE INS PREM REDEV	7.55	
094-0000-35008	ELECTRIC-8618 KENNEDY--THRU 1/24		ELECTRIC-8618 KENNEDY--THRU 1/24/17	51.69	
094-0000-35008	GAS-8618 KENNEDY- THRU 1/30/17		GAS-8618 KENNEDY-THRU 1/30/17	64.20	
094-0000-35008	STORM-8618 KENNEDY-THRU 12/13/17		STORM-8618 KENNEDY-THRU 12/13/16	40.67	
094-0000-35008	STORM-2605 CONDIT		STORM-2605 CONDIT	10.14	
094-0000-35008	UTILITIES-8620 KENNEDY-THRU12/3		UTILITIES-8620 KENNEDY-THRU 12/30/16	91.99	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS		1/20PRL D/S TRANSFER REDEVELOPMENT	4,991.42	26389
094-0000-45200	REDEVELOP GEN TRANSFER GROSS		PAYROLL ACCOUNT	4,864.57	26491
094-0000-45200	REDEVELOP GEN TRANSFER GROSS		PAYROLL ACCOUNT		
Total For Dept 0000				15,530.91	
Total For Fund 094 Redevelopment General				15,530.91	

Fund 096 Redevelopment Capital
Dept 0000

096-0000-31007	UTILITIES-8610/8612 KENNEDY--THR		NORTHERN IN PUBLIC SERV	201.50	
096-0000-31007	2811 JEWETT--THRU 1/24/17		NORTHERN IN PUBLIC SERV	360.01	
096-0000-31007	UTILITIES-2821 JEWETT REAR-THRU		UTILITIES-2821 JEWETT REAR-THRU 1/24/	59.11	
096-0000-31007	STORM-8612 KENNEDY-THRU 12/13/17		STORM-8612 KENNEDY-THRU 12/13/16	10.14	
096-0000-31007	STORM-8610 KENNEDY-THRU 12/13/17		STORM-8610 KENNEDY-THRU 12/13/16	10.14	
Total For Dept 0000				640.90	
Total For Fund 096 Redevelopment Capital				640.90	

Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT
Dept 0000

101-0000-39011	REDEV BD PAYMENT OF PRINCIPAL		THE HUNTINGTON NATIONAL REDEVELOPMENT DISTRICT BOND SERIES 2	105,000.00	999203
101-0000-39012	REDEV BD PAYMENT OF INTEREST		THE HUNTINGTON NATIONAL REDEVELOPMENT DISTRICT BOND SERIES 2	16,983.75	999203
Total For Dept 0000				121,983.75	
Total For Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT				121,983.75	