

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
WEDNESDAY, January 13, 2016**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Wednesday, January 13, 2016 at 6:10 PM in the Upper Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Dominic Noce called the meeting to order. Minutes were prepared by Cecile Petro, Redevelopment Director.

ROLL CALL: Commissioners present included Dominic Noce, Greg Kuzmar, Kathy DeGuilio-Fox, and Jim Kessler. Also in attendance were Attorney Carol Green-Fraley, School Town of Highland Commissioner Pat Krull, and Redevelopment Director Cecile Petro. Commissioner Rachel Delaney was absent. Redevelopment Commission appointments for 2016 have not been made by the Council; therefore, the 2015 Commissioners will continue to serve until reappointed or new appointments are made.

General Substance of the Discussion

Agenda Review

Commissioners reviewed the minutes and claims. No comments were received.

The Commission discussed other action items on the agenda. Resolution 2016-01, a resolution to enter into a contract with an engineering firm to provide professional services for the northwest quadrant of Kennedy Avenue and Main Street was discussed. Four firms had submitted proposals; however, there was discussion on the range of responses received. Commissioners decided to request new proposals stating that they are seeking answers to five questions pertaining to the amount of developable land available in that area and to affirm that the Town of Highland does require compensatory storage. The Director will consult with the Public Works Director and the Building Commissioner to make sure that this criteria will provide the answers that the Commission is seeking.

Resolution 2016-02, a resolution providing preliminary approval for a Façade Improvement Grant for 8836 Kennedy was reviewed. Commissioners studied all the items requesting reimbursement and removed general contracting services provided by the owners. The amount of potential reimbursement was then reduced to \$19,441.59 or 30% of a total project cost for two facades of \$64,805.31.

Resolution 2016-03, a resolution authorizing the 2016 salary for the Director and the Commission's Assistant was reviewed. No comments were received.

The Director asked the Commission to set a date for a public hearing to take properties out of the allocation area and another public hearing to reinstate the properties. The hearing is necessary in order to stop a decrement in the tax increment financing funds that flow from the allocation area. Once reinstated, the parcels will have a new basis point.

8630 Kennedy

The Commission's attorney will write a letter to the owners and/or their realtor at 8630 Kennedy Avenue stating that the Commission seeks admittance onto the property for an environmental assessment. Previous requests have not been successful.

2711 and 2717 Condit Street

The Commission discussed the property located at 2711 and 2717 Condit Street. Two appraisals and a Phase I Environmental have been completed. The original offer of \$47,750.00 was rejected by the owners. Their counter offer was \$125,000.00 for the property. The Commission has decided to wait for the Art & Cultural Study that is being prepared by SEH of Indiana before deciding on the next step.

The Study Session ended at 7:00 PM for the Public Meeting.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING
January 13, 2016**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on January 13, 2016 at 7:00 PM in the Upstairs Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Dominic Noce called the meeting to order.

ROLL CALL:

Present on roll call included Redevelopment Commissioners: Dominic Noce, Greg Kuzmar, Kathy DeGuilio-Fox and Jim Kessler. Also in attendance were Attorney Carol Green-Fraley and School Town of Highland Commissioner Pat Krull. Commissioner Rachel Delaney was absent. Taking minutes for the meeting was Director Petro.

MINUTES OF PREVIOUS SESSIONS:

Commissioner Kessler made a motion to approve the minutes as written of the Public Meeting and Study Session of December 9, 2015 and the Study Session of December 16, 2015. Commissioner DeGuilio-Fox seconded the motion. **Motion carried by unanimous voice vote.**

PUBLIC COMMENTS: None

SPECIAL ORDERS: None

COMMUNICATIONS:

Mr. Patrick Krull, School Town of Highland Board Member stated that he would once again be the representative from the School Town to the Redevelopment Commission for 2016.

UNFINISHED BUSINESS AND GENERAL ORDERS: None

NEW BUSINESS:

President Noce tabled *Resolution 2016-01, a Resolution of the Highland Redevelopment Commission Authorizing a Contract with an Engineering Firm to Provide an Engineering Study on the Kennedy Avenue and Main Street Area.*

Commissioner Kuzmar made a motion to approve *Resolution 2016-02, a Resolution of the Highland Redevelopment Commission to Provide Preliminary Approval for an Application by Ms. Abigail Renie for a Façade Improvement Grant for Property Located at 8836 Kennedy Avenue and Reducing the Amount of the Request to Reflect the Deletion of General Contracting Services Provided by the Owner.* Commissioner Kessler seconded the motion. **Motion passed by unanimous voice vote.**

Commissioner Kessler made a motion to approve *Resolution 2016-03, 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 carried by unanimous voice vote.**

Commissioner DeGuilio-Fox made a motion to *Schedule February 10, 2016 as the Date to Hold Two Public Hearings to Amend Two Declaratory Resolutions Which Will Remove and then Reinstate Properties From the Commercial Corridors Redevelopment Area II Allocation Area.* Commissioner Kessler seconded the motion. **Motion passed by unanimous voice vote.**

ACTION TO PAY ACCOUNTS PAYABLE VOUCHERS:

Commissioner Kuzmar made a motion to pay account payables as prepared in the amount of \$153,897.11. Commissioner Kessler seconded the motion. **Motion carried by unanimous voice vote.**

BUSINESS FROM THE COMMISSIONERS:

Commissioner Kessler thanked President Noce for his service this year as President and thanked the Director for her service to the town. Commissioner Kuzmar also thanked President Noce for his leadership this year. Commissioner Noce stated he appreciates all of the Commissioners' support and gave special thanks to Commissioner Kuzmar for the extra work he performed this year on behalf of the Commission.

NEXT MEETING:

The next public meeting will be held on February 10, 2016, at 7:00 PM. A Study Session will precede the Public Meeting at 6:00 PM and may follow the meeting. The next full Study Session will be held on January 27, 2016, at 6:00 PM. The next Highland Main Street meeting will be held on Thursday, February 4, 2016 at 6:30 PM. All meetings are held in the Town Hall.

ADJOURNMENT: Commissioner Kessler made a motion to adjourn the meeting. Commissioner Kuzmar seconded the motion. **Motion carried by unanimous voice vote to adjourn the meeting at 7:05 PM.**

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION RECONVENED
January 13, 2016**

The Highland Redevelopment Commission ("Commission", "RC") reconvened at 7:06 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: Dominic Noce, Greg Kuzmar, Jim Kessler and Kathy DeGuilio-Fox. Also in attendance were School Town of Highland Commissioner Pat Krull and Attorney Carol Green-Fraley. Commissioner Rachel Delaney was absent.

General Substance of the Study Session

Kiosks

The Director presented information on a proposed program for the kiosks for next year. The designing and printing fee would have an established cost and an extra leasing fee would be added. The three locations would also be a three tiered cost schedule. The Commission will discuss this issue more thoroughly at their next study session.

2813 Jewett

The Director will follow up with the leasee, Primitive Peddler, for the 2016 contract.

2815 Jewett

The leasee, SIP Coffeehouse, would like the lease to begin Feb. 1, 2016. The leasee is out of state at this time and when she returns she would like time to clean and prepare the space before opening.

2811 Jewett

The Director stated that she had a business interested in the warehouse space. The Commission requested a business proposal from the party before they will consider the opportunity. They would like to have a better understanding of how they intend to utilize the space and if they have considered the cost of improvements in the space.

Façade Improvement Grant

The Commission will review the 2015 Façade Improvement Grant program before approving it for 2016. Discussion will continue at their next study session.

Town Theatre

The Director and Commissioner Kuzmar explained to the rest of the Commission that the Building Commissioner has conveyed a written request for a report from the structural engineering firm explaining their observations, a plan for stabilization, and a time frame that this would be accomplished. The Commission directed the Director to move forward with this study for a cost of \$3600.00.

The Study Session adjourned at 7:47 PM.

A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION TO PROVIDE PRELIMINARY APPROVAL FOR AN APPLICATION BY MS. ABAGAIL RENIE FOR A FAÇADE IMPROVEMENT GRANT FOR PROPERTY LOCATED AT 8836 KENNEDY AVENUE

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, Ms. Abigail Renie has applied for a grant totaling \$64,805.31, of which \$ 45,363.72 will be supplied by Ms. Abigail Renie, and not to exceed 30% or \$19,441.59 will be reimbursed to Ms. Abigail Renie upon completion of the work with approved receipts. 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 the application by Ms. Abigail Renie for a Façade Improvement Grant for properties located at 8836 Kennedy Avenue.
2. That the Commission will provide up to and not to exceed reimbursement of \$19,441.59, based upon a total project cost of \$64,805.31. Ms. Abigail Renie will provide \$45,363.72 of the total cost for the project.
3. That all reimbursements will be made upon delivery to the Commission of approved receipts of work performed, and that all property taxes are paid and up to date and no liens have been filed on the property.
4. That this Resolution shall be in full force and effect after its adoption by the Commission.

ADOPTED AND APPROVED at a Special Meeting of the Highland Redevelopment Commission held on the 13th day of January 2016.

Highland Redevelopment Commission

By: Dominic M Noce
Dominic Noce, President

Attest:

By: Jim Kessler
Jim Kessler, Secretary

Highland Main Street
FAÇADE GRANT PROGRAM APPLICATION

Applicant Name: Abigail Renie, Manitou Holdings
 Mailing Address: 2310 Wolfis Point Dr, Rochester 4675
 Business Name: Manitou Holdings Group, LLC
 Business Owner: Abigail Renie, member
 Property Address: 8836 Kennedy Ave
 Phone Number: 574-835-1143
 Email: abby.renie@comcast.net
 Fax Number: 574-222-4646
 Estimated Start Date: 1/12/2016 Completion Date: 1/1/2016
 Total Cost of Project: \$74,871.11
 Owner Cost: \$52,409.11

Highland Façade Grant Program \$: \$22,461.33

Please attach the following supporting documents:
 Appendix 1. Project description, including architect's renderings, where applicable. Paint color samples, where applicable.
 Appendix 2. Photos of existing building and close-up photos of areas to be improved.
 Appendix 3. Professional cost estimates from contractor, architect, and landman. Be sure to include cost estimates for both the materials and labor. One alternate estimate must be provided for comparison.
 Appendix 4. Written permission of building owner, if the applicant is not the owner.

Complete and return to: Coele Pairo - Redevelopment Director, Highland Main Street
 Courthouse 3383 Ridge Road, Highland IN 46522. Please call 219-972-7888 or email
 cpairo@highland.in.gov for questions.
Total construction/developer cost will be \$225,000.00 +

Manitou Holdings Group, LLC	Total Project Cost Estimate- Façade Renovation	
Labor to frame storefront, elevate block per print, and cut holes for windows	\$3,200.00	Chris Schmidt Construction
Masonry Labor/Material; 1/2 total cost	\$19,463.66	Merritt-Holding
Glazing/Storefront	\$14,324.00	Le Zygote
Electrical to Signs	\$2,000.00	Merritt-Holding
Architectural Fees; portion of total (49%) of	\$4,200.00	Engender Davis + Frazee Company
Landscape	\$8,761.00	Strong Landscape Services
Reverse Channel Lit Signs	\$13,156.65	S & I
General Contractor Fee at 15% (of the above items listed) of	\$9,765.80	
Total Cost:	\$74,871.11	

Facade Grant Application- 8836 Kennedy Ave, Highland

Manitou Holdings Group, LLC, is the new owner of the property at 8836 Kennedy Ave, Highland. We respectfully submit the following grant application for improvement funds to help renovate the building formally known as Bantam Foods.

Indiana Farm Bureau Insurance will be the new single tenant at this location and we look forward to creating a landmark location for them in the Highland community. This is a large, visible corner on a busy street and this project fully meets the goals and directives the Highland Redevelopment Commission set forth in its design standards manual.

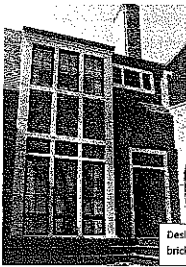
Renovation of the block building includes increase height elevation, all new commercial grade storefront/glazing in dark bronze aluminum with clear glass, Boral brick in a traditional dark red color with herringbone, soldier course and quoining details, and halo-back lit reverse channel signage on south and east building sides (with variance approval).

Our company is the owner of the property and also will serve as the Builder/General Contractor for the renovation. This has enabled us to provide a reasonable estimate of cost of work compared to hiring another firm.

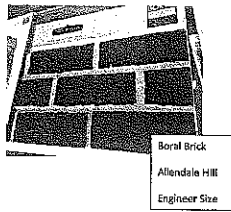
Our passion as developers has always been to take blighted properties and improve them for the communities they serve. We have included a portfolio of some of our similar projects so you may see our commitment to using quality materials and maintaining timeless/classic styles. We appreciate your assistance as we continue this mission in Highland!

Abby Renie

Manitou Holdings Group



Design inspiration photo of brick and stone detailing



Boral Brick
Allendale Hill
Engineer Stone

Chris Schmidt Construction
3329 South 10th Street
Manitowoc, WI 54220

Estimate

Date	Estimate #
12/17/2015	855

Name / Address
Harry Colvich

Description	Qty	Rate	Project	
			Highland, In Bantam bur...	Total
Provide labor to install pre-manufactured roof/truss system, sheet roof, built walls all as specified in plans.		12,600.00		12,600.00
Provide labor to insulate perimeter walls, finish drywall, and finish drywall.		15,000.00		15,000.00
Provide labor and material to paint interior of building.		7,000.00		7,000.00
Provide labor to install drop ceiling, as specified in plan		4,765.00		4,765.00
Provide labor to install carpet squares and vinyl base.		2,800.00		2,800.00
Provide labor to install bathroom hardware, break room cabinets, doors and trim as specified in plan.		4,520.00		4,520.00
Provide material and labor to remove 3 courses of existing block on front elevation, add 8" block to remaining elevation to bring side wall height up to match at 17', remove all existing coping and prepare top of walls for trusses.		4,300.00		4,500.00
Cut out existing steel beams and remove. Clean up all debris that is laying around building.		500.00		500.00
Provide labor to install roof ISO insulation and mechanically fasten rubber roofing		4,800.00		4,800.00
Timeline: If you are agreeable with masonry we can start Sunday 12-20-15 and this will take a week depending on weather. We will also clean up site and cut out steel beams at the same time, complete phase 12-28-15. Rough framing Jan 4-16 through Jan 12-16 depending on truss availability. Roof installation 1-13-16 through 1-18-16 Electrical, plumbing, and HVAC rough from 1-12-16 through 1-15-16 with all inspections approved to start drywall. Drywall start 1-18-16 and complete painting by 1-29-16 Flooring and finish carpentry complete in February schedule depending on all other trades being ready.				
Please contact me at (920) 242-8941 to discuss your project. Thank You				
Total				\$56,585.00

\$ 3200 for 1" of floor
\$ 4500 for the project on east & south sides

Signature

ESTIMATE

TO: Manitou Holding
FROM: Jose's Masonry 317-270-2505
JOB: Highland Office
JOB LOCATION: Highland, IN

12/20/2015

MATERIAL

		Price	TOTAL
18,720	ALLENDALE HILL E/S	425.00	7106.00
132	4x4x24 SM Modular units	7.50	990.00
420	4x8x24 SM Modular units	12.00	5040.00
2	5x4" Lugged Sills- 3' 8"	58.50	117.00
6	5x4" Lugged Sills- 4' 8"	65.56	524.48
1	5x4" Segmented Lugged Sill- 10' 8"	149.84	149.84

TOTAL MATERIAL COST: \$ 13,927.32
Labor COST: \$25,000.00
LABOR AND MATERIAL \$38,927.32

APPROVED: _____

THANK YOU FOR THE OPPORTUNITY TO BID THIS JOB.

\$19,463.66
Masonry Labor/Materials
1/2 total cost for 2 facades
CH



5880 Roadway
Marengo, IN 46410

319-980-0860
219-989-8548 Fax

Aluminum, Wood & Steel Doors, Hardware, Glass, Windows
- Serving Industrial and Commercial Needs Since 1956
www.lazzaro.com

Charles M. Lazzaro

Jim T. Putz

George R. Putz, Jr.

January 7, 2016

PROPOSAL NO. 0318

Submitted to: ABBY Project: FARM BUREAU HIGHLAND LOCATION

We hereby propose to furnish materials and perform labor necessary for the completion of ALUMINUM ENTRANCES, WINDOWS, GLASS AND GLAZING.

WORK SHALL INCLUDE SUPPLYING AND INSTALLING THE FOLLOWING:

- 1 TYPE A WDW
- 4 TYPE B WDWs
- 5 TYPE C WDWs
- 1 QTY. EXTERIOR ENTRANCE WITH SIDE LITES
- 1 QTY. INTERIOR ENTRANCE WITH SIDE LITE
- 1 QTY. INTERIOR VESTIBULE WDW

QUOTED MATERIAL QUALIFICATIONS:

- ALUMINUM MATERIALS BY KAWNEER
- 2 X 4 1/2 THERMALLY BROKEN FRAMING AT EXTERIOR LOCATIONS.
- 1 3/4 X 4 1/2 FRAMING AT INTERIOR LOCATIONS
- NARROW STYLE DOORS
- #40 DARK BRONZE ANODIZED FINISH
- 1" INSULATED CLEAR LOW E GLASS AT EXTERIOR LOCATIONS
- 1/2" CLEAR TEMPERED GLASS AT INTERIOR LOCATIONS
- RELATED CAULKING

TOTAL (MATERIALS / INSTALLATION / SALES TAX) \$16,324.00

EXCEPTIONS:

- FINAL CLEANING OF GLASS AND ALUMINUM IS NOT INCLUDED.
- FINAL KEYS CYLINDERS. CONSTRUCTION CYLINDERS FURNISHED ONLY.
- DEMO WORK, BOARD UPS OR BARRICADES BY OTHERS.
- NO OTHER WORK QUOTED WITH THIS PROPOSAL.
- WORK TO BE PERFORMED DURING NORMAL WORKING HOURS (M-F 7:00-3:30)
- NO SPECIAL OR FIELD TESTING, MOCK UPS, STRUCTURAL CALCULATIONS OR PE STAMP

THE PRICE QUOTED DOES NOT INCLUDE COST OF UNPERTURBED OPERATIONS FROM DEMO OR REMOVAL OF EXISTING MATERIALS OR STRUCTURES. IF THESE OPERATIONS ARE REQUIRED, PLEASE ADVISE THAT YOU ASSUME COSTS FOR REMOVAL FROM OPERATIONS OF ANY SPECIAL CONTRACTORS YOU BE Hired TO THIS PROPOSAL. NOT BE ASSURED.

PAYMENT TERMS ARE NET WITHIN 30 DAYS FROM DATE OF INVOICE IF RECEIVED. ACCEPTANCE MUST BE IN WRITING. UNLESS OTHERWISE SPECIFIED, ALL MATERIALS AND LABOR SHALL BE PROVIDED BY THE BIDDER. PAYMENT SHALL BE MADE BY CHECK OR MONEY ORDER. ADDITIONAL COSTS FOR ANY INVESTIGATION AND AT-RISK TO BE PAID BY THE BIDDER.

ACCEPTANCE

YOU ARE AUTHORIZED TO FURNISH ALL MATERIALS AND LABOR REQUIRED TO COMPLETE THE WORK MENTIONED IN THE ABOVE PROPOSAL, FOR WHICH THE UNDERSIGNED AGREES TO PAY THE AMOUNT MENTIONED IN SAID PROPOSAL, AND ACCORDING TO THE TERMS THERE OF.

ACCEPTED: _____

DATE: _____

RESPECTIVELY SUBMITTED,

GEORGE R. PUTZ
VICE PRESIDENT
(219) 980-0959 EXT. 35

Less 4 Type "B" windows @ \$500/ea. P 14, 334

FRONTIER ELECTRIC, Inc.
 3074 N. 359 E.
 Rolling Prairie, IN 46371
 proud to be Veteran Owned
 INC. # 232828283
 Phone: 219-778-2553 Call 219-561-4742

PROPOSAL
 PROJECT: Farm Bureau Office
 Date: 12/18/15
 Contractor:

- INCLUSIONS:**
1. Theatrical light fixtures purchased by owner as shown on drawings.
 2. Duplex receptacle as shown on the drawing including spare boxes for future work.
 3. Kitchen area power requirements as shown.
 4. Exit and emergency lighting will be provided per drawings.
 5. Total one coach light on kitchen door as shown.
 6. We have provided for 200 amp 3ph service to be installed. This provides 10" of conduit and feeder for connection.
 7. Exhaust fans for the bathrooms have been included in this quote, however the duct work for these are not included in this price.
 8. Project bid utilizing Remeze.
 9. These items are a \$2,000.00 Fixture Allowance in this package.
 10. \$2,000.00 extra for power through masonry to both signs.

\$2,000.00 extra for electric to signs
 c/p

Base Bid: \$

- Notes:**
1. Permit fees and costs have not been included in this quote.
 2. Proposal based on drawings provided. Any code changes and/or omissions are not provided for.
 3. There is no phone or data provided in this quote. Box and stub up only.

AUTHORIZED BY: _____ **TITLE:** _____
 By signing this proposal you are authorizing this project to begin. Mobilization, material gathering and purchasing and/or storage will begin on the date of approval. Our billing cycle will reflect dates as indicated unless otherwise approved terms have been arranged. Billing are NET 15 days and will accrue interest at 1 1/2% per day.

Thank you for the opportunities, please call with any questions or concerns.
 Erik Foster

Frontier is a merit shop!

ENGINEER ASSOCIATES, Inc.
 Since 1990
 645 Main Street, Suite 201
 Tell City, Indiana 47586
 (812) 547-1100
 e-mail: kslm@engineer.comcast.net

January 8, 2016
 Abby Reno
 Harry Gehrich
 2530 Wolf Point Drive
 Rochester, IN 46975

Re: Farm Bureau Renovation
 Revise drawings for Town
 8836 Kennedy Avenue
 Highland, IN

INVOICE

For engineering services performed, during the period January 4, 2016 through January 8, 2016 to review and modify the drawings to come into compliance with the Town of Highland's directives. As quoted, \$550.00.

Please remit \$550.00

Net due upon receipt.

ENGINEER ASSOCIATES, Inc.
 Since 1990
 645 Main Street, Suite 201
 Tell City, Indiana 47586
 (812) 547-1100
 e-mail: kslm@engineer.comcast.net

November 28, 2015
 Harry Gehrich
 2530 Wolf Point Drive
 Rochester, IN 46975

Re: Farm Bureau Renovation
 8836 Kennedy Avenue
 Highland, IN

INVOICE

For engineering services performed, during the period November 18, 2015 through November 28, 2015 to review, modify, prepare the CostCheck, submit to the State of Indiana and associated services for the referenced project. The State Fee was \$186.00.

State Indiana Fee \$ 186.00
 Engineering Services \$4,000.00
Please remit \$2,156.00

Net due upon receipt.

Arch. Firm fees

FORTUNE COMPANIES
 232 N Main Street
 Kokomo, IN 46801

Invoice
 11/23/2015 2657

3415719	3415719
11/23/2015	11/23/2015
1,580.00	1,580.00
2,486.00	2,486.00
1,020.00	1,020.00

Work Order detail
 11/23/15
 11/23/15
 11/22/15

Subtotal \$4,000.00
 Sales Tax (0.25%) \$0.00
 Payment/Credits \$0.00

1659
 12-23-15
 \$1,497.50
 Community FIRST
 1071914107H ED 074 714 4859

Arch. Firm fees

Arch form - free

Stroufe Landscape Nurseries
1368 Woodland Court
Rochester, IN 46975
Office 574-223-2769

Customer:

Abby Renie

Highland Farm Bureau - Façade Renovation Only

Scope:

Create 4'x84' foundation bed along south façade of building. Create 6'x12' foundation bed along east façade of building. Create approximately 20'x25' foundation bed in south east corner of parking lot.

Plantings to be a mix of flowering crabapple and maple trees; shrubbery to consist of boxwood, forsythia, Japanese barberry, burning bush. Mix of perennials.

Landscape Material including weed mat, edging and decorative landscape stone.

Total Material- \$4261.00

Labor (plant shrubs, grade beds, stone & visqueen)- \$4500.00

Respectfully submitted,

Mitchell C. Melton

Note: This quote is a subset to total quote for project dated 12-13-15

8,761 total for Landscape

invoice

34139
12/10/2015 2048

81179
Manitou Holdings Group
2310 Wolf's Point Drive
Rochester, IN 46975
Phone: 574-223-2769

1,620.00
1,200.00

34139
12/10/2015
Farm Bureau Documents
World Center, dated 12/15/15

1,860
1,860
Sales Tax (7.0%) 130.20
Payment/Credits 80.00

Subtotal 1,229.80
Sales Tax (7.0%) 86.09
Payment/Credits 80.00

Phone # Fax #
765-457-1150 765-452-9798

Manitou Holdings Group, LLC
1860
4207-9-11-0077 50 071-71P 1860

Community FIRST
Contractors
2008
12-13-15
1,860
1,860
Sales Tax (7.0%) 130.20
Payment/Credits 80.00



SALES PURCHASE AGREEMENT

The Sign Group, Inc.

Agreement and Mtg. No. 121415
Salesman Tonn Ely JR
Telephone No. 317-875-6969

THIS AGREEMENT made between THE SIGN GROUP, Inc., a corporation, herein called SELLER, located at 5370 W. 84th Street Indianapolis IN 46288 and 225 South East Street Indianapolis Marion 46202

BUYER: United Farm Family Mutual Insurance Company d/b/a Indiana Farm Bureau Insurance

AN INDIVIDUAL A PARTNERSHIP A CORPORATION

ADDRESS FOR DELIVERY OR INSTALLATION: # 451 8836 Kennedy Ave Highland IN

1. SALE: Seller shall, to Buyer's special order and specifically for Buyer's use, construct for and sell to Buyer and Buyer shall purchase from Seller, the advertising display(s), herein called Display in accordance with the terms of this Agreement.

INSTALLATION OF DISPLAY IS INCLUDED IN THE TERMS OF THIS AGREEMENT
 IS NOT INCLUDED IN THE TERMS OF THIS AGREEMENT

NOTE: PERMIT COSTS, UNDERGROUND UTILITY CHECK AND MUNICIPAL INSPECTIONS NOT INCLUDED

2. PRICE AND TERMS:

Signs	\$ 8,595.00
Install	\$ 3,960.00
Price of Display	\$ 12,555.00
Sales Tax	\$ 894.85
Total	\$ 13,449.85
Less Down Payment	\$ 6,978.32
Balance Payable	\$ 6,471.53

3. SPECIFICATIONS: Total number of Displays Two Design No. 1760 A B

OVERALL SIZE (approx.) (a) 20"x17'2" (b) _____ (c) _____ (d) _____

Fabricate and install two sets of reverse channel halo illuminated letters as per drawings. The logo and letters will be painted white with white LED illumination. Price does not include permits or acquisition fees. Primary power will need to be provided by an electrician.

4. IF INSTALLATION OF DISPLAY IS INCLUDED IN THE TERMS OF THIS AGREEMENT, BUYER SHALL PROVIDE SERVICE FEED WIRES OF SUITABLE CAPACITY AND APPROVED TYPE OF LOCATION OF DISPLAY IN ADVANCE OF INSTALLATION DATE.

5. ACCEPTANCE OF AGREEMENT: This Agreement shall not take effect until signed on behalf of Buyer and by an officer of Seller. This Agreement, including Paragraphs 6 through 15 appearing on the back of the page, constitute the entire understanding between the parties. No modification of this Agreement shall be binding on Seller unless approved in writing by an officer of Seller.

ACCEPTED:

THE SIGN GROUP, Inc. (Seller) BUYER Indiana Farm Bureau Insurance

By _____ President By _____

Date _____ Title _____ Date _____

GUARANTEE: For value received, I or we the undersigned, jointly and severally, hereby absolutely and unconditionally guarantee prompt payment by Buyer of all monies due and payable under the foregoing Display Sales Agreement, at the dates and for the purpose herein stated, and the performance of all other undertakings by Buyer as therein provided, including reasonable attorney's fees. As Guarantor(s) it is understood that the obligations herein provided shall be binding upon and enforceable against the heirs, assigns, successors, and personal representative of each of the undersigned. Each undersigned agrees that no notice of acceptance by Seller of this Guarantee shall be required of Seller, waives notice of any default, and consents to any changes or modifications hereafter made by Seller and Buyer.

Date _____ By _____ Guarantor
Date _____ By _____ Guarantor

MANITOU HOLDINGS GROUP
2310 WOLF'S POINT DRIVE
ROCHESTER, IN 46975

To Whom It May Concern:

Manitou Holdings Group is a General Contractor/Developer of commercial and residential property. Because we GC our own projects, we charge a minimum of 15% of all costs to pay for our partner's salaries and expenses (wages, insurance, travel expenses etc). I have taken the raw costs of the façade improvement items and added 15% to account for this fact. This is less than other GCs charge for contracting work, but is a real cost we assess when financing and/or appraising projects.

Abby Renie
Abby Renie
Owner

*15% of \$65,105.31 =
\$ 9,765.80*

second quarter

QUOTE

DATE January 9, 2014

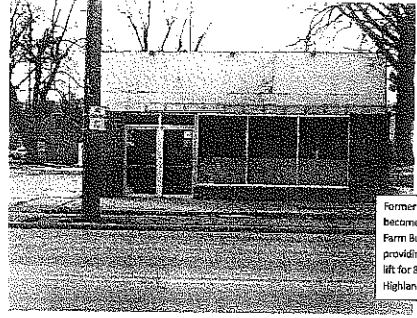
Skyline Builders
PO Box 755
Rochester, IN 46975

to
Able Bero
1335 Erie St
Rochester, IN 46975
574-853-1143

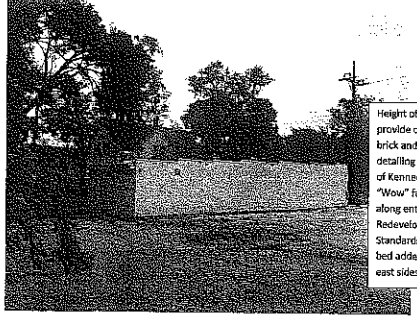
Qty	Description	Unit Price	Line Total
1	High rise in form facade treatment (Quoted related to South and East facades only)	15,200.00	15,200.00
1	Provide signage per Vendor Sign Company, quote dated 11/20/13	4,200.00	4,200.00
1	Finishing of aluminum, black anodized window curbs	24,300.00	24,300.00
1	Black and stainless steel window hardware	15,750.00	15,750.00
1	Site prep for Michigan brick, limestone per quote dated 11/20/13	23,300.00	23,300.00
1	Remove existing landscaping	10,750.00	10,750.00
1	Concrete landscaping for 25' x 40' (10' x 20')	14,750.00	14,750.00
	<i>Please include permit cost fees associated with project scope.</i>		
		3612	461,244.00

Quote prepared by: *Central*
This quote is valid for 15 days from the date of issue. (Detailed unit costs and pricing are available upon request.)
We warrant the work to be in accordance with the contract documents and any additional terms of the agreement. See the contract documents for further details.
In several job locations, sign live evaluation.

Thank you for your business!



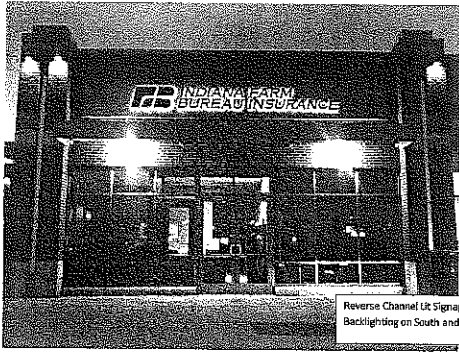
Former Barkers Foods to become new office for Indiana Farm Bureau insurance providing a much needed face lift for 3835 Kennedy Ave, Highland, IN



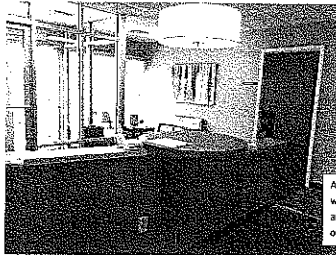
Height of wall increases to provide one level facade. New brick and stone with attention to detailing makes view from corner of Kennedy and Lincoln have great "Wow" factor! Windows added along entire south facade to Redevelopment Commission Standards and landscape planting bed added to entire south and east sides of building.



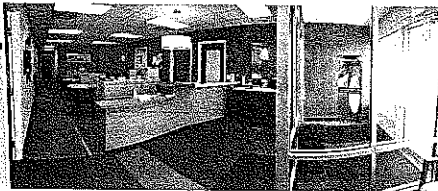
Tear out concrete to provide new foundation planting bed at entry



Reverse Channel Lit Signage with Halo Backlighting on South and East facades



Although we realize this interior work is not grant eligible, we are excited about the new look of your IN Farm Bureau office.



PROPOSED EAST ELEV

"PROVIDE AND INSTALL (1) SET OF REVERSE LIT CHANNEL LETTERS. ALL ALUMINUM 3" DEEP CANS PAINTED WHITE WITH 2" STAND OFFS. WHITE LED ILLUMINATION.

* REVERSE LIT CHANNEL LETTER
LED LIGHT SOURCE
FOR ILLUSTRATIVE PURPOSES ONLY.

RETURN

FATHOM

TRIMMED CHANNEL FACE

POUNCE SUPPLY

CLEAR ALUMINUM FACE

THE SIGN GROUP INC.
© 2015
5370 WEST 84TH STREET
INDIANAPOLIS, IN 46268.
PH: (317)875-6969
FAX: (317)875-6644

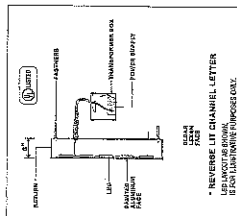
SIGNATURE FOR APPROVAL

SALESMAN: _____ DATE: _____

CLIENT: _____ DATE: _____

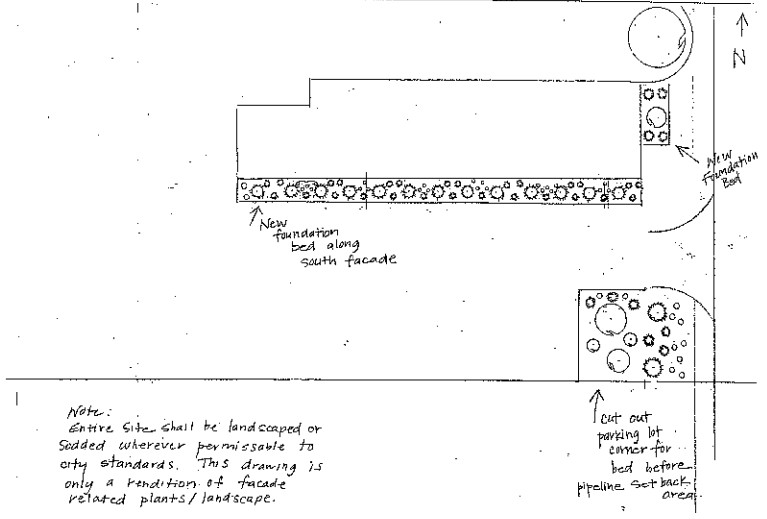
NOTICE:
ALL ARTWORK AND DESIGN IS PROPERTY OF THE SIGN GROUP INC. ANY REPRODUCTION IS STRICTLY PROHIBITED, UNLESS AUTHORIZED BY THE SIGN GROUP.

TJ-12-14-15-1766 D
FARM BUREAU
HIGHLAND



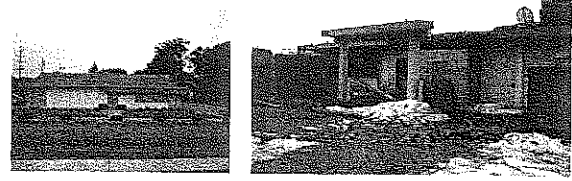
* PROVIDE AND INSTALL (1) SET OF REVERSE LIT CHANNEL LETTERS. ALL ALUMINUM 3" DEEP CANS PAINTED WHITE WITH 2" STAND OFFS. WHITE LED ILLUMINATION.

THE SIGN GROUP, INC. © 2015 5370 WEST 84TH STREET INDIANAPOLIS, IN 46268 PH: (317)875-6869 FAX: (317)875-8644		SIGNATURE FOR APPROVAL SALESMAN: _____ DATE: _____ CLIENT: _____ DATE: _____	NOTICE: ALL WORKMAN AND MATERIALS SHALL BE APPROVED BY THE CITY ENGINEER. AUTHORIZED BY THE CITY ENGINEER. ** REVERSE LIT CHANNEL LETTER LED LIGHT SOURCE SHOWN. BEAD ILLUMINATION DIMENSIONAL.
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Note: Entire Site shall be landscaped or sodded wherever permissible to city standards. This drawing is only a rendition of facade related plants/landscape.

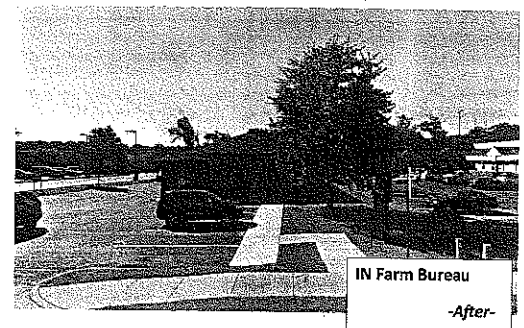
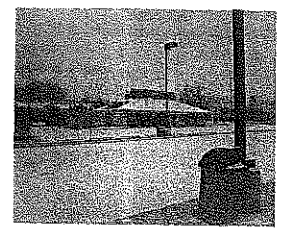
Indiana Farm Bureau,
Rochester Office
(Former Hardees building)
Winter 2007 **-Before-**



IN Farm Bureau
-After-

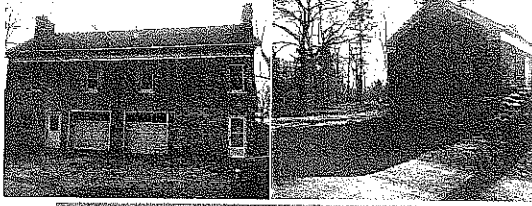


Indiana Farm Bureau,
Chesterton Office
(Former Pizza Hut)
Winter 2009 **-Before-**

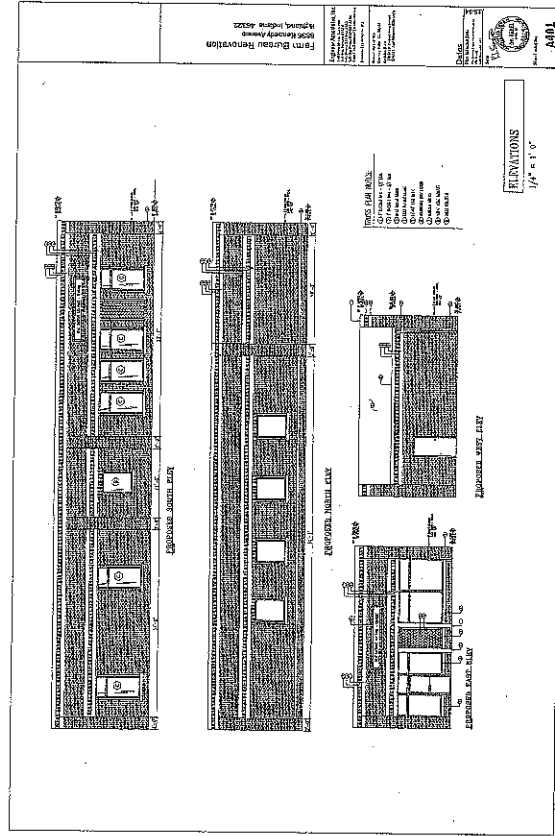
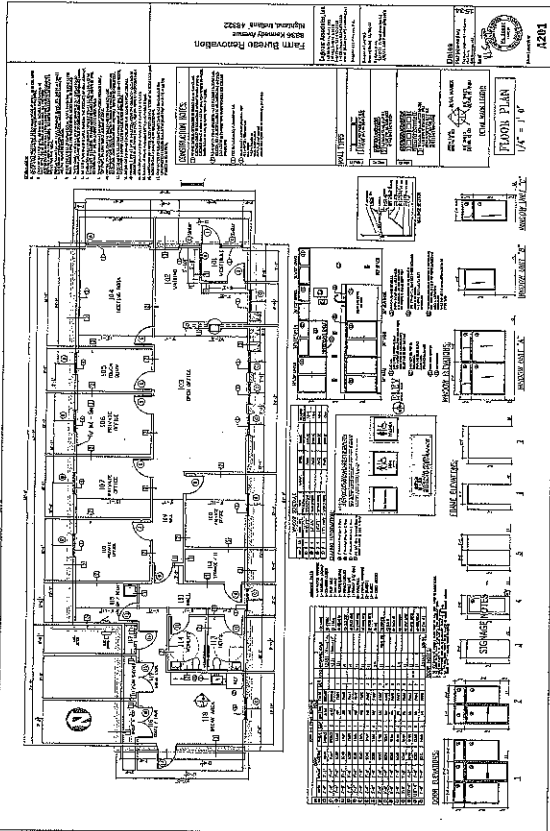


IN Farm Bureau
-After-

Indiana Farm Bureau,
South Bend Office
(Residential Hillside Duplex)
Summer 2011 -Before-



IN Farm Bureau
-After-



HIGHLAND DEPARTMENT OF REDEVELOPMENT
HIGHLAND REDEVELOPMENT COMMISSION
RESOLUTION No. 2016-03

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 36-7-14-41.2 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;

BETHEREBY 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. at last filing)

(2) Meeting Recording Secretary \$ 52 per month

Starting Rate	Incumbent Rate
------------------	-------------------

(3) Secretary \$17.51 \$17.51

(B) *Full-Time Staff:*

(1) Redevelopment Director \$ 2,290.15

Section 2. *Compensation and Benefits Ordinance Adopted.* That the compensation and benefits policies as adopted and are in effect in the most recently adopted compensation and benefits ordinance as amended, is 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.

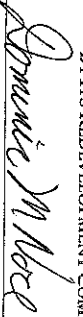
Section 6. Department heads and senior supervisory workers who earn a graduate degree from an accredited University or College in a discipline relevant to their administrative responsibilities, shall have an additional compensatory adjustment added to the base rate in the bi-weekly amount of \$95, pursuant 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;

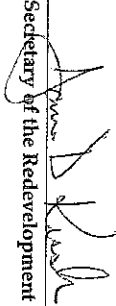
Section 8. In addition to those provisions providing for a salary for the duly appointed attorney, the duly appointed attorney is authorized to bill for legal services performed outside the scope of the retained services salary for hours spent on lawful business of the municipality according to the rates 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; further, the provisions related to the salary of the Redevelopment Director shall be effective from January 3, 2016 remaining in effect thereafter until it may be modified by adoption of a successor resolution.

Duly Approved and Adopted by the Redevelopment Commission of the Town of Highland, Lake County, Indiana this 13th day of January, 2016 by a vote of 4 in favor and 0 opposed.

THE REDEVELOPMENT DEPARTMENT
BY ITS REDEVELOPMENT COMMISSION:

Dennis M. Nece
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

094-0000-20003	MINUTE BOOKS/ PAPER	A E BOYCE CO INC	MINUTE BOOKS/ PAPER	390.84	
094-0000-20003	OFFICE SUPPLIES INV 438538	OFFICEMAX INCORPORATED	OFFICE SUPPLIES	226.72	
094-0000-20003	OFFICE SUPPLIES	OFFICEMAX INCORPORATED	OFFICE SUPPLIES ACCT 653303	119.95	
094-0000-31001	TOWN THEATRE ARCHITECT CONTRACT	GREEN & KUCHEL, PC	TOWN THEATRE ARCHITECT CONTRACT	810.00	
094-0000-31001	REAL EST CONTRACT- 2813/2815 JE	GREEN & KUCHEL, PC	REAL EST CONTRACT- 2813/2815 JEWETT	360.00	
094-0000-31001	MUNICIPAL WORK- GENERAL FILE	HIGHLAND CHAMBER OF COMM	MUNICIPAL WORK- GENERAL FILE	1,080.00	
094-0000-31004	2016 MEMBERSHIP DUES	TOWN OF HIGHLAND INS FUN	2016 MEMBERSHIP DUES	64.40	
094-0000-34023	HEALTH INS	TOWN OF HIGHLAND INS FUN	D/S JAN 16 REDEV INS PREM	767.30	
094-0000-34043	LIFE INS	TOWN OF HIGHLAND INS FUN	D/S JAN 16 REDEV INS PREM	9.40	
094-0000-35008	ELECTRIC-8618 KENNEDY-THRU 12/2	NORTHERN IN PUBLIC SERVI	ELECTRIC -8618 KENNEDY-THRU 12/22/15	22.25	
094-0000-39999	DISBURSEMENT TO NON PROFIT TOWN	TOWN THEATRE INC	DISBURSEMENT OF FUNDS PER ORDINANCE N	75.00	24523
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	PAYROLL ACCOUNT	PRL D/S TRANSFER REDEVELOPMENT	3,670.05	24393
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	PAYROLL ACCOUNT	PRL D/S TRANSFER REDEVELOPMENT	5,483.13	24516
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	PAYROLL ACCOUNT	PRL D/S TRANSFER REDEVELOPMENT	3,772.24	24531
	Total For Dept 0000			16,851.28	

Fund 096 Redevelopment Capital

096-0000-31005	PHASE I ESA- 2711/2717 CONDIT	ENVIRONMENTAL INCORPORAT	PHASE I ESA- 2711/2717 CONDIT	1,800.00	
096-0000-31005	TT ARCHITECT/ENGINEER FEES	MORRIS ARCHITECT PLANNER	TT ARCHITECT/ ENGINEER FEES	7,572.15	
096-0000-31007	UTILITIES-2811 JEWETT-THRU 12/2	NORTHERN IN PUBLIC SERVI	UTILITIES-2811 JEWETT-THRU 12/22/15	113.35	
096-0000-31007	UTILITIES-2821 JEWETT REAR-THRU	NORTHERN IN PUBLIC SERVI	UTILITIES-2821 JEWETT REAR-THRU12/22/	55.64	
096-0000-31007	UTILITIES-8610/8612 KENNEDY-THR	NORTHERN IN PUBLIC SERVI	UTILITIES-8610/8612 KENNEDY-THRU 12/2	120.94	
	Total For Dept 0000			9,662.08	

Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT

101-0000-09000	REDEVELOPMENT NON APPROPRIATION	REDEVELOPMENT CAPITAL FU	REPAYMENT OF TEMPORARY LOAN 2015-09	127,383.75	24518
	Total For Dept 0000			127,383.75	
	Total For Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT			127,383.75	