

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
WEDNESDAY, February 8, 2017**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Wednesday, February 8, 2017 at 6:09 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, Bill Leep, and Ed Dabrowski. Also in attendance were Attorney Carol Green-Fraley, School Town Commissioner Pat Krull, Town Councilman Steve Wagner, and Redevelopment Director Cecile Petro.

General Substance of the Discussion

Agenda for Public Meeting

President Kuzmar stated that he would table Resolution 2017-02, an agreement with SEH for financial professional services until the 2017 Redevelopment Commission appointments were made by the Council. Claims and minutes were examined. No questions were asked. Resolution 2017-03, a resolution to approve a façade improvement grant for 8845 Kennedy Avenue, was tabled until several additional required items were received including two bids for the same work, a sample of the awning material, and a monument sign that meets the sign code guidelines.

2815 & 2817 Jewett Street

The Commission requested an agreement with the owner of 2817 Jewett Street to create an opening between the two buildings in order to facilitate the establishment of another downtown business, Tiffany’s Tea Room. Attorney Green-Fraley will provide an agreement to be signed by the owner of 2817 Jewett Street and the Commission which owns 2815 Jewett Street.

8620 Kennedy Avenue

Attorney Green-Fraley is currently reviewing the property manager’s agreement with Rose Real Estate.

2711 & 2717 Condit Street

Commissioners asked the Attorney to once again contact the owner’s attorney to request interest in selling the property to the Commission.

8608 Kennedy

The Director stated that she expects both appraisals to be available to the Commission in one month, if another commercial appraiser is available.

8630 Kennedy

No report.

2815 Jewett Street

A letter from the Sanitary Commission regarding the need to separate sanitary and storm water lines was provided to the Commission. Commissioners suggested that the Public Works Director be contacted for a solution.

Study Session ended at 7:02 PM for the Public Meeting.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING
February 8, 2017**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on February 8, 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, 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 Dabrowski made a motion to approve the minutes as written for the Public Meeting and Study Session of January 11, 2017 and the Study Session of January 25, 2017. Commissioner Deguilio-Fox seconded the motion. **Motion carried by unanimous voice vote.**

PUBLIC COMMENTS: None

SPECIAL ORDERS: None

COMMUNICATIONS: None

UNFINISHED BUSINESS AND GENERAL ORDERS: None

NEW BUSINESS:

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, until new appointments are made to the Redevelopment Commission.

President Kuzmar tabled Resolution 2017-03, A Resolution of the Highland Redevelopment Commission to Provide Preliminary Approval for an Application by Vyto's Pharmacy (Nathan Damasius) for a Façade Improvement Grant for Property Located at 8845 Kennedy Avenue, until several items required under the application were received.

ACTION TO PAY ACCOUNTS PAYABLE VOUCHERS:

Commissioner Dabrowski made a motion to pay account payables as stated in the amount of \$138,155.56. Commissioner Leep seconded the motion. **Motion carried by unanimous voice vote.**

BUSINESS FROM THE COMMISSIONERS: None

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 Leep seconded the motion. **Motion carried by unanimous voice vote to adjourn the meeting at 7:05 PM.**

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION RECONVENED
February 8, 2017**

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: Greg Kuzmar, 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

8616 Kennedy Avenue--Town Theatre

Commissioners asked to have the Council clarify their motion to terminate the Town Theatre project in order to begin planning for the theatre and surrounding area. The Director will confer with the Council President and in the meantime, she will send copies of the Comprehensive Plan, the Design Standards for the downtown, and the Kennedy Avenue Corridor Plan to the members.

Commissioners also discussed the disposition of the items that have been or continue to reside within the theatre. No decision was made. A non-profit group has expressed possible interest in removing the projectors and taking possession of them without cost to the Commission. A follow-up conversation will be made with that group.

Tax Increment Financing Funds

Attorney Green-Fraley provided an opinion that TIF funds from one adjoining TIF area can be utilized in another TIF area if improvements from one TIF area services the adjoining area.

Study Session ended at 7:51 PM.

GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

Fund 094 Redevelopment General

Dept 0000	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
094-0000-20003	OFFICE SUPPLIES		OFFICE SUPPLIES	1.49	
094-0000-31001	LEGAL FEES- GENERAL FILE	GREEN & KUCHEL, PC	LEGAL FEES- GENERAL FILE	1,862.00	
094-0000-31001	LEGAL FEES-2813/2815 JEWETT	GREEN & KUCHEL, PC	LEGAL FEES-2813/2815 JEWETT	570.00	
094-0000-31003	THEATER CONSULTING	STEVEN B LIBMAN DBA	THEATER CONSULTING	1,394.31	
094-0000-31004	MEMBERSHIP LUNCH TICKETS-JANUAR	HIGHLANDGRIFITH CHAMBER	MEMBERSHIP LUNCH TICKETS-JANUARY	30.00	
094-0000-32002	REIMBURSEMENT- MILEAGE	LANCE RYSKAMP (R)	REIMBURSEMENT- MILEAGE	16.05	
094-0000-33001	LEGAL NOTICE-BID INVITE-2 NOTIC	CHICAGO TRIBUNE	LEGAL NOTICE-BID INVITE-2 NOTICES	71.86	
094-0000-34023	HEALTH INS	TOWN OF HIGHLAND INS FUN	JAN 17 HEALTH/LIFE INS PREM REDEV	1,462.97	
094-0000-35008	ELECTRIC-8618 KENNEDY-THRU 1/24	TOWN OF HIGHLAND INS FUN	ELECTRIC-8618 KENNEDY-THRU 1/24/17	7.55	
094-0000-35008	GAS-8618 KENNEDY- THRU 1/30/17	NORTHERN IN PUBLIC SERVI	GAS-8618 KENNEDY-THRU 1/30/17	51.69	
094-0000-35008	STORM-8618 KENNEDY-THRU 12/13/1	TOWN OF HIGHLAND UTILITI	STORM-8618 KENNEDY-THRU 12/13/16	64.20	
094-0000-35008	STORM-2605 CONDIR	TOWN OF HIGHLAND UTILITI	STORM-2605 CONDIR	40.67	
094-0000-35008	UTILITIES-8620 KENNEDY-THRU12/3	TOWN OF HIGHLAND UTILITI	UTILITIES-8620 KENNEDY-THRU 12/30/16	10.14	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	PAYROLL ACCOUNT	1/20PRL D/S TRANSFER REDEVELOPMENT	91.99	26389
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	PAYROLL ACCOUNT	2/3PRL D/S TRANSFER REDEVELOPMENT	4,991.42	26491
094-0000-45200	REDEVELOP GEN TRANSFER GROSS			4,864.57	
	Total For Dept 0000			15,530.91	
	Total For Fund 094 Redevelopment General			15,530.91	

Fund 096 Redevelopment Capital

Dept 0000	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
096-0000-31007	UTILITIES-8610/8612 KENNEDY-THR	NORTHERN IN PUBLIC SERVI	UTILITIES-8610/8612 KENNEDY-THRU 1/24	201.50	
096-0000-31007	2811 JEWETT-THRU 1/24/17	NORTHERN IN PUBLIC SERVI	UTILITIES-2811 JEWETT-THRU 1/24/17	360.01	
096-0000-31007	UTILITIES-2821 JEWETT REAR-THRU	NORTHERN IN PUBLIC SERVI	UTILITIES-2821 JEWETT REAR-THRU 1/24/	59.11	
096-0000-31007	STORM-8612 KENNEDY-THRU 12/13/1	TOWN OF HIGHLAND UTILITI	STORM-8612 KENNEDY-THRU 12/13/16	10.14	
096-0000-31007	STORM-8610 KENNEDY-THRU 12/13/1	TOWN OF HIGHLAND UTILITI	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	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND

EXP CHECK RUN DATES 01/13/2017 - 02/09/2017

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: 07

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

Fund 094 Redevelopment	15,530.91
Fund 096 Redevelopment	640.90
Fund 101 REDEVELOPMENT	121,983.75

Total For All Funds:	<u>138,155.56</u>
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