

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
MONDAY, FEBRUARY 26, 2018**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Monday, February 26, 2018 at 8:01 p.m. in the Council Chamber of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Bernie Zemen called the meeting to order. Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director.

Roll Call: Commissioners present were Michael Griffin, Mark Herak, Dan Vassar, Steve Wagner and Bernie Zemen. A quorum was attained.

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

Additionally present: Larry Kondrat was additionally present.

General Substance of the Discussion

Review of Public Meeting Agenda: In preparation for the Redevelopment Commission plenary meeting scheduled to follow this February 26, 2018 Study Session, the agenda was reviewed. Commissioner Griffin commented that he has all of the certificates of appointment prepared and suggest oaths be administered after the plenary meeting this evening. The oaths must be completed so that he may file the Certificates of Appointment with the Circuit Court Clerk.

IAC Grant: Director DeGuilio-Fox explained that she would like to expand the Highland Downtown Art District mural program that was initiated in 2016. She reminded Commissioners that three murals had been completed by the end of 2017. In order to expand the program additional funds are needed. Ms. DeGuilio-Fox asked for approval to apply for the Indiana Arts Commission grant and request \$3,000. That amount, should a grant award be received, would be matched by the same from the Redevelopment budget. Ms. DeGuilio-Fox also asked for permission to add \$3,000 to the match by using funds from the Innkeepers Tax fund. She explained that she has assembled several partners to date including the South Shore Arts, the South Shore Convention & Visitors Authority, Highland High School, Promise You Art House and the Highland Main Street Bureau. The process for selecting artists will be similar to earlier efforts however the artists will be given specific direction as to the content of the mural. SSCVA has given permission to replicate posters from the South Shore Poster Series and, using a poster as the centerpiece, the artist will create a historical interpretation of what lies “Beyond the Borders” of the poster. Highland High School students will also be included in the project.

NIPSCO Bills for 2811 Jewett: Ms. DeGuilio-Fox explained that the gas portion of the NIPSCO bills for 2811 Jewett, the warehouse behind the Primitive Peddler and Sip Coffee Shop, had become alarmingly high over the past few months. Attention was directed to the spreadsheet that showed a comparison of 2016/17 to 2017/18 charges. Both tenants use the warehouse, as do the SOS volunteers. Ms. DeGuilio-Fox explained she had already spoken to the tenants and wanted to speak also with an SOS volunteer. Sue Douthett was identified as the person to speak with. Following these conversations, Ms. DeGuilio-Fox said she would contact and HVAC provider to inspect the heating unit and install a new thermostat with a lock box on it so the temperature could be controlled.

Maria's Buena Cocina: Director DeGuilio-Fox advised that Ken Mika and the architect for Maria's new location had finally met. After changing one element of the drawings, Mr. Mika approved them and was told the drawings would be sent downstate for approval. Ms. DeGuilio-Fox also reported having a conversation with Rob Klein, the realtor listing the Grace Street property, about getting a letter of intent from Maria for the new location so they could move forward with a lease as soon as possible. Attorney Tauber commented in regard to the incentive that had initially been discussed with Maria. The incentive was offered during late summer 2017 to encourage Ms. Curiel to vacate the Kennedy Ave property right away. Ms. DeGuilio-Fox also commented that she'd come across a resolution approving the incentive that had not been signed. Discussion ensued regarding this issue. The resolution will be brought before the Commission again for consideration.

Increasing Organizational Capacity: Ms. DeGuilio-Fox introduced the idea of bringing on Clifford Fleming to act as a consultant to assist with efforts to prepare a long-term redevelopment plan for the Kennedy Avenue Corridor and assemble properties to be used as well as to identify alternate sources of funds, i.e., a Regional Development Authority grant as well as developers. A small retainer was suggested. Commissioners suggested Mr. Fleming send his resume and/or other information that would identify his background and experience to better help them understand what he brings to the table. Discussion ensued.

Highland Main Street: Ms. DeGuilio-Fox updated the Commissioners on HMS upcoming activities including:

- The festival of the Trail has been tentatively scheduled for October 13th. The festival will be held on and around Jewett Street as planned last year. Zandstra's Farm and Greenhouse will provide the event in case of inclement weather. A draft fee schedule resolution is in the plenary meeting packet for approval.
- Highland's Poet Laureate call will go out after the March 1, 2018 meeting of HMS.
- Saturday, March 24th marks the first cash mob of 2018. Activities begin at 10:0 a.m. at the Highway and 4th Street location of the Ya Ya Sisters and The Annex shops.
- HMS has found possible nonprofit funds for the purchase of the sculpture currently located on Highway Avenue next to the bike path. HMS asks permission, if the sculpture is purchased, from the Town to allow the sculpture to remain on display indefinitely in its current location, pending approval by NIPSCO to allow it to remain on their right-of-way.

There being no further discussion, the February 26, 2018 Study Session of the Highland Redevelopment Commission ended at 8:28 p.m.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING MINUTES
MONDAY, February 26, 2018**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on February 26, 2018 at 8:30 p.m. in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Zemen called the meeting to order and led those present in the Pledge of Allegiance. 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: Pat Krull, School Town of Highland Commissioner, Rhett Tauber, Esq. Redevelopment Commission Attorney, and Kathy DeGuilio-Fox, Redevelopment Director were present.

Additionally present: Michelle Quinn, POST TRIBUNE Correspondent and Larry Kondrat were additionally present.

Minutes of the Previous Meetings: Commissioner Michael Griffin made a motion to approve the minutes of the Study Session and Public Meeting of January 22, 2018 and the minutes of the Study Session of February 5, 2018. Commissioner Dan Vassar seconded the motion. Upon a roll call vote, the motion passed. The minutes were approved by a vote of five affirmatives and no negatives.

Public Comment: None

Special Orders – None

Communications: None

Unfinished Business and General Orders: None

New Business:

- 1. Authorizing the Redevelopment Director to Apply for an Indiana Arts Commission (IAC) grant with Matching Funds from the Redevelopment Commission budget.** Commissioner Dan Vassar made a motion to approve, Commissioner Michael Griffin seconded the motion. Upon a roll call vote, the motion passed with five affirmatives and zero negatives.
- 2. Approving a 3% Increase in Monthly Rental for Renewal of Lease for Mary Ellis and The Primitive Peddler located at 2813 Jewett.** Commissioner Steve Wagner moved to approve the 3% increase. Commissioner Dan Vassar seconded the motion. Upon a roll call vote the motion passed five affirmatives and zero negatives.
- 3. Resolution 2018-05: A Resolution of the Highland Redevelopment Commission to Establish Fees Related to the 2018 Highland Main Street Festival of the Trail.** Commissioner Dan Vassar moved to adopt Resolution 2018-05. Commissioner Steve Wagner seconded the motion. Upon a roll call vote the motion passed five affirmatives and zero negatives.

4. Resolution 2018-06: A Resolution of the Highland Redevelopment Commission Authorizing Compensation for Loss of Sales during Demolition Activities January 11, 12 and 13, 2018.

Commissioner Michael Griffin moved to adopt Resolution 2018-06. Commissioner Mark Herak seconded the motion. Upon a roll call vote the motion passed five affirmatives and zero negatives.

Action to Pay Accounts Payable Vouchers: Commissioner Dan Vassar made a motion to pay account payables as presented in the amount of \$201,782.28. Commissioner Mark Herak seconded the motion. Upon a roll call vote, and with an abstention from Commissioner Michael Griffin, the motion passed.

Business from the Commissioners: None

Next Meeting: The next full Study Session will be held on March 5, 2018 at 7:30 p.m. The next Public Meeting will be convened on March 19, 2018 at 8:00 p.m. A Study Session at 7:30 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, March 1, 2018 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 Steve Wagner seconded the motion. Upon a voice vote, the motion passed. The February 26, 2018 public meeting of the Highland Redevelopment Commission was adjourned at 8:45 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

Resolution No. 2018-05
A RESOLUTION OF THE HIGHLAND REDEVELOPMENT
COMMISSION TO ESTABLISH FEES RELATED TO THE 2018
HIGHLAND MAIN STREET FESTIVAL OF THE TRAIL

WHEREAS, the Town Council of the Town of Highland, through Ordinance #1489, created the Highland Main Street Bureau as a subdivision of the redevelopment department of the Town of Highland; and

WHEREAS, under Chapter 14.15.090 (D) (3) of the municipal code, the Highland Main Street Bureau may "...Employ promotion by marketing the commercial district's assets to customers, potential investors, businesses, local citizens and visitors..."; and

WHEREAS, in furtherance of this goal, the Highland Main Street Bureau will be hosting the 2018 Festival of the Trail on October 13, 2018; and

WHEREAS, as part of the festival, Highland Main Street Bureau wishes to provide booth space for artists, and collecting a booth fee for that space; and

WHEREAS, the Highland Main Street Bureau is seeking approval from the Highland Redevelopment Commission to establish a booth fee for the 2018 Festival of the Trail;

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 establish an artist booth fee for the 2018 Festival of the Trail.
2. That the Commission hereby establishes a BOOTH FEE for artists of TWENTY-FIVE Dollars (\$25.00) for the 2018 Festival of the Trail for applications received between March 1, 2018 and June 1, 2018.
3. That the Commission hereby establishes a BOOTH FEE for artists of THIRTY-FIVE Dollars (\$35.00) for the 2018 Festival of the Trail for applications received between June 2, 2018 and September 1, 2018.
4. That the Commission hereby establishes that the BOOTH FEE approved by this resolution shall be non-refundable.

5. That this Resolution shall be in full force and effect after its adoption by the Commission.

6. Money procured from fees and charges identified in this subchapter shall be deposited at least weekly, and more frequently when possible, with the Clerk-Treasurer.

7. The Clerk-Treasurer shall deposit the fees and receipt to the credit of the Redevelopment General Fund as described in Section §345.220 of the municipal code.

8. The Clerk-Treasurer shall keep such accounts and perform such other tasks and duties as outlined under IC 5-13-5 and IC 36-5-6.

ADOPTED AND APPROVED at a Meeting of the Highland Redevelopment Commission held on the 26th day of February, 2018.

**REDEVELOPMENT COMMISSION of the
TOWN of HIGHLAND, INDIANA**

By: 

Bernie Zemen, President

Attest:

By: 

Mark Herak, Secretary

**THE TOWN OF HIGHLAND
HIGHLAND REDEVELOPMENT COMMISSION
RESOLUTION 2018-06**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION
AUTHORIZING COMPENSATION FOR LOSS OF SALES
DURING DEMOLITION ACTIVITIES JANUARY 11, 12 AND 13, 2018**

Whereas, The Redevelopment Commission of the Town of Highland is authorized to undertake redevelopment activities under IC 36-7-14 and Chapter 14.10 of the Highland Municipal Code, which are public uses and purposes for which public money may be spent and private property may be acquired, and

Whereas, Redevelopment activities include performing all acts incident to the statutory powers and duties of a redevelopment commission; and

Whereas, The Redevelopment Commission may adopt rules and bylaws it considers necessary for the proper conduct of their proceedings, the carrying out of their duties; and

Whereas, The Redevelopment Commission is authorized to negotiate and enter into contract by statute; and

Whereas, The Redevelopment Commission does have a lease agreement with Maria and Ignacio Curiel for the space located at 8620 Kennedy Avenue, Unit #3 through August 31, 2018;

Whereas, The Redevelopment Commission recognizes that Maria and Ignacio Curiel were required to close their business on January 11, 12 and 13, 2018 during demolition activities of property adjacent to their business and located at 8618 Kennedy Avenue;

Whereas, The Redevelopment Commission did receive gross weekly sales information from Robert Landowski & Associates, accountants for Maria and Ignacia Curiel, that equates to \$2,880.00 for three (3) days sales;

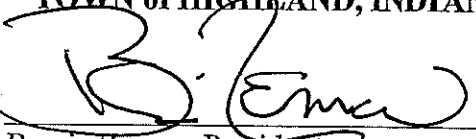
Whereas, The Redevelopment Commission did approve compensation in the amount of \$2,880.00,

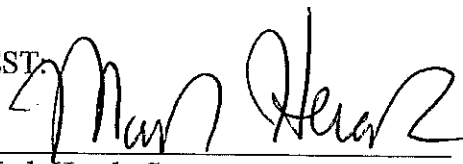
Now Therefore Be It Hereby Resolved by the Highland Redevelopment Commission, Lake County, Indiana:

That it is in the best interest of the Town to approve and authorize compensation for loss of sales for January 11, 12 and 13, 2018 in the amount of \$2,880.00 be paid to Maria and Ignacio Curiel.

DULY PASSED and RESOLVED by the Highland Redevelopment Commission, Lake County, Indiana, this 26th day of February, 2018 having passed by a vote of 5 in favor and 0 opposed.

**REDEVELOPMENT COMMISSION of the
TOWN of HIGHLAND, INDIANA**

By: 
Bernie Zemen, President

ATTEST: 
By: Mark Herak, Secretary



TOWN OF HIGHLAND

Highland Municipal Building • 3333 Ridge Road

Highland, Indiana 46322

219-838-1080 • Fax 219-972-5097



Population 23,696

Incorporated in 1910

February 2, 2018

Maria & Ignacio Curiel
9904 Prairie Avenue
Highland, Indiana 46322

RE: Compensation for Loss of Sales

Dear Mr. & Mrs. Curiel,

Due to the demolition of property formerly located at 8616 Kennedy Avenue on January 11th, 12th and 13th, you were asked to close your business those three days. During our discussion of the request you were assured that you would be compensated for your "sales lost" those three days. However, when we spoke I asked that you provide sales receipts information for an average week so that you could be compensated accordingly.

On Friday, January 26, 2018 I received from curielisis@yahoo.com a letter prepared by Robert Landowski & Associates stating that your average gross weekly sales is \$4,800.00. Maria's Buena Cocina is open five (5) days each week. Therefore, using the information provided by your accountant, your average gross daily sales is \$960.00. Therefore, the Town of Highland agrees to compensate you in the amount of \$2,880.00 for three days, January 11th, 12th and 13th, that Maria's Buena Cocina was closed.

So that compensation may be approved, please indicate your agreement with the amount stated and return this letter to me, with your signature affixed below, **no later than Monday, February 12, 2018**. Upon receipt of your signature agreeing to compensation in the amount of \$2,880.00 this matter will be taken up by the Town of Highland Redevelopment Commission at their business meeting scheduled for Monday, February 26, 2018.

Thank you for your cooperation in this matter. We look forward to your continued success in Highland.

Best regards,

Kathy DeGuillo-Fox
Redevelopment Director

We, Maria & Ignacio Curiel, do hereby agree to compensation in the amount of ^{2,880.00} ~~1,920.00~~ for the closing of Maria's Buena Cocina restaurant the 12th and 13th of January 2018 during demolition of the building formerly located at 8616 Kennedy Avenue.

Maria Curiel

Ignacio Curiel

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund 094 Redevelopment General

Dept 0000	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
094-0000-20003	OFFICE SUPPLIES- #10174175300	71941	OFFICE DEPOT	OFFICE SUPPLIES	106.54	
094-0000-31001	LEGAL FEES- GENERAL MATTERS	71939	TAUBER LAW OFFICE PC	LEGAL FEES- GENERAL MATTERS	2,090.00	
094-0000-31003	FINANCIAL SERVICES-2018	71928	SHORT-ELLIOTT-HENDRICKSON,	FINANCIAL SERVICES-2018	1,406.00	
094-0000-31003	FINANCIAL CONSULTING EXPENSES	71929	SHORT-ELLIOTT-HENDRICKSON,	FINANCIAL CONSULTING EXPENSES-201	4.32	
094-0000-31003	FINANCIAL CONSULTING EXPENSES	71944	SHORT-ELLIOTT-HENDRICKSON,	FINANCIAL CONSULTING EXPENSES-201	14.84	
094-0000-31003	SUPPLEMENTAL FINANCIAL SERVIC	71945	SHORT-ELLIOTT-HENDRICKSON,	SUPPLEMENTAL FINANCIAL SERVICES-2	630.00	
094-0000-31004	TOURISM SUMMIT REIMBURSEMENT	71940	LANCE RYKAMP (R)	TOURISM SUMMIT REIMBURSEMENT	30.00	
094-0000-32002	MILEAGE REIMBURSEMENT	71930	KATHY J FOX	MILEAGE REIMBURSEMENT	36.38	
094-0000-34001	REDEV COMMISSION BONDS	70921	HORGASH INSURANCE AGENCY	REDEV COMMISSION BONDS 3/1-12/31	300.00	
094-0000-34001	149REDEV COMMISSION BONDS HER	71427	HORGASH INSURANCE AGENCY	REDEV COMMISSION BONDS 2018 HERAK	280.00	
094-0000-34023	HEALTH INS	71927	TOWN OF HIGHLAND INS FUND	HEALTH/LIFE INS PREM REDEV 2018 F	1,622.48	
094-0000-34023	LIFE INS	71927	TOWN OF HIGHLAND INS FUND	HEALTH/LIFE INS PREM REDEV 2018 F	1,622.48	
094-0000-35008	UTILITIES-2811 JEWETT-THRU 1/	71931	NORTHERN IN PUBLIC SERVICE	UTILITIES-2811 JEWETT-THRU 1/24/1	13.06	
094-0000-35008	UTILITIES-2821 JEWETT-THRU 1/	71942	NORTHERN IN PUBLIC SERVICE	UTILITIES-2821 JEWETT-THRU 1/24/1	638.54	
094-0000-35008	UTILITIES-8620 KENNEDY-THRU 1/	71932	TOWN OF HIGHLAND UTILITIES	UTILITIES-8620 KENNEDY-THRU 1/16/	64.67	
094-0000-35008	STORM-8618 KENNEDY-THRU 1/13/	71933	TOWN OF HIGHLAND UTILITIES	UTILITIES-8618 KENNEDY-THRU 1/13/18	72.06	
094-0000-35008	STORM-2605 CONDIT-THRU 1/13/1	71934	TOWN OF HIGHLAND UTILITIES	STORM-2605 CONDIT-THRU 1/13/18	40.67	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	71327	PAYROLL ACCOUNT	1/19PRL D/S TRANSFER REDEVELOPME	10.14	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	71462	PAYROLL ACCOUNT	2/2PRL D/S TRANSFER REDEVELOPME	4,718.34	28351
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	71765	PAYROLL ACCOUNT	2/16PRL D/S TRANSFER REDEVELOPME	4,774.35	28368
Total For Dept 0000					21,698.96	
Total For Fund 094 Redevelopment General					21,698.96	

Fund 096 Redevelopment Capital

Dept 0000	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
096-0000-31007	OUTDOOR LIGHTING-2813/2821 JE	71943	MIDWESTERN ELECTRIC INC	OUTDOOR LIGHTING-2813/2821 JEWETT	2,670.00	
096-0000-31007	INVOICE #170	71937	ROSE REAL ESTATE	REPAIRS-2813/2815 JEWETT	185.00	
096-0000-31007	JANUARY MGT FEES	71938	ROSE REAL ESTATE	JANUARY & FEBRUARY MGT FEES	429.57	
096-0000-39026	TANK REMOVAL/DISPOSAL-KENNEDY	71936	ACTIN, INC	TANK REMOVAL/DISPOSAL- KENNEDY AV	3,700.00	
096-0000-39026	DEMOLITION SERVICES-8610THRU8	71946	ACTIN, INC	DEMOLITION SERVICES-8610 THRU 862	35,700.00	
096-0000-39026	SALVAGE/FOOTINGS-8610 THRU 86	71947	ACTIN, INC	SALVAGE/FOOTINGS-8610 THRU 8620 K	14,635.00	
096-0000-39026	DEMO CLOSING COMPENSATION-862	71935	MARIA CURIEL	DEMO CLOSING COMPENSATION-8620 KE	2,880.00	
Total For Dept 0000					60,199.57	
Total For Fund 096 Redevelopment Capital					60,199.57	
Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT						
Dept 0000	REDEV BD PAYMENT OF PRINCIPAL	71500	THE HUNTINGTON NATIONAL BAN	REDEVELOPMENT DISTRICT BOND SERIE	105,000.00	999226
101-0000-39011	REDEV BD PAYMENT OF INTEREST	71500	THE HUNTINGTON NATIONAL BAN	REDEVELOPMENT DISTRICT BOND SERIE	14,883.75	999226
101-0000-39012	REDEV BD PAYMENT OF INTEREST	71500	THE HUNTINGTON NATIONAL BAN	REDEVELOPMENT DISTRICT BOND SERIE	119,883.75	
Total For Fund 101 REDEVELOPMENT BND & INT NON-EXEMP					119,883.75	

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund Totals:

Fund 094 Redevelopment General 21,698.96
Fund 096 Redevelopment Capital 60,199.57
Fund 101 REDEVELOPMENT BND & INT 119,883.75

201,782.28