

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
WEDNESDAY, APRIL 27, 2016**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Wednesday, April 27, 2016 at 6:02 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: Commissioners present included Dominic Noce, 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, and Redevelopment Director Cecile Petro.

General Substance of the Discussion

Pop-Up Theatre Proposal

Director Petro stated that she had received a proposal to lease one of the buildings currently vacate north of the Town Theatre for a “pop-up” version of a theatre to “offer various entertainment selections while providing an avenue for local talents to display and showcase their skills” from Mr. Tom Byelick and Ms. Michele Piskol. Commissioners asked if they are registered with the state, if they have insurance, would they provide a security deposit, and how often would it be utilized. Ms. Petro will be meeting with Mr. Byelick and Ms. Piskol to receive further information. Director Petro stated that the building would be utilized about once or twice a week and more often if the concept becomes successful. The Commission asked for a revised proposal that would spell out their expectations, objectives, and rent and utilities. Once received, the Commission will review and act on the proposal possibly at their next public meeting.

8620 Kennedy

The Director informed the Commission that the Hookah Bar located at 8620 Kennedy was now vacant. This building is in Redevelopment Area I and the Commission and Council sent a letter to the owners requesting a meeting to discuss a possible purchase of this property. The Director asked the attorney for direction when asked about the property. Counsel will provide as soon as possible.

Agenda Review

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

The Commission discussed other action items on the agenda. President Kuzmar stated that he will be tabling two items under the Unfinished Business and General Orders section of the agenda. These include Resolution #2016-06, an agreement for financial professional services with SEH and Resolution #2016-07, an agreement for legal services with Green & Kuchel, P.C.

No comments were received on Resolutions #2016-10, #2016-11, #2016-12, or #2016-13. Resolution 2016-10 will allow an increase in employee hours for the Assistant to the Commission; Resolution 2016-11 corrects a budgeting error for two redevelopment areas and their appropriate tax increment financing funds; Resolution 2016-12 reimburses the owners of 8411 Kennedy Avenue for their façade improvement; and, Resolution 2016-13 allows for a boundary survey for properties located at 8618, 8612 & 8710 Kennedy Avenue.

Kennedy Avenue & Main Street Engineering Study Update

Commissioners DeGuilio-Fox and Dabrowski updated the Commission on the meeting that was held with SEH on April 7, 2016 following an onsite visit by SEH personnel and the Director. They stated that major problems may include the flood plain, wetlands, compensatory storage, and how much land would be left for development. They will be looking forward to having more information to assess the cost vs. the benefit of development at that location. A report from SEH will be forthcoming that will answer these questions. Commissioner DeGuilio-Fox requested information on travel expenses as part of the contract.

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

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING
April 27, 2016**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on April 27, 2016 at 7:00 PM in the Upstairs Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Kuzmar called the meeting to order.

ROLL CALL:

Present on roll call included Redevelopment Commissioners: Dominic Noce, 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, and residents Kevin and Tracy Clark. Taking minutes for the meeting was Director Petro.

MINUTES OF PREVIOUS SESSIONS:

Commissioner DeGuilio-Fox made a motion to approve the minutes as written for the Public Meeting and Study Session of March 9, 2016 and the Study Session of March 23, 2016. Commissioner Leep seconded the motion. **Motion carried by unanimous voice vote.**

PUBLIC COMMENTS: None

SPECIAL ORDERS: None

COMMUNICATIONS: None

UNFINISHED BUSINESS AND GENERAL ORDERS:

President Kuzmar tabled Resolutions #2016-06, *A Resolution of the Highland Redevelopment Commission Approving a Retainer Agreement for Financial Professional Services and General Redevelopment Consulting to the Highland Redevelopment Commission for 2016 with SEH of Indiana*; and Resolution #2016-07, *A Resolution of the Highland Redevelopment Commission Approving an Agreement for Legal Services to the Highland Redevelopment Commission for 2016 with Green & Kuchel, P.C.*

NEW BUSINESS:

Commissioner Dabrowski made a motion to approve Resolution #2016-10, *An Exigent Resolution Providing for the Transfer of Appropriation Balances From and Among Major Budget Classifications in the Redevelopment General Fund as Requested by the Proper Officer and Forwarded to the Redevelopment Commission.* Commissioner Noce seconded the motion. **Motion passed by unanimous voice vote.**

Commissioner Noce made a motion to approve Resolution #2016-11, *A Resolution Regarding the Disposition of the Commercial Corridor Allocation Area fund and the Highland Downtown Allocation Area Fund, and Action to Authorize Their Reconciliation.* Commissioner DeGuilio-Fox seconded the motion. **Motion carried by unanimous voice vote.**

Commissioner Dabrowski made a motion to approve Resolution #2016-12, *A Resolution of the Highland Redevelopment Commission to Provide Reimbursement for a Façade Improvement Grant to Malo Properties, LLC (Mr. Mark Machnic) for Property Located at 8411 Kennedy Avenue.* Commissioner DeGuilio-Fox seconded the motion. **Motion passed by unanimous voice vote.**

Commissioner Noce made a motion to approve Resolution #2016-13, *A Resolution of the Highland Redevelopment Commission Ratifying a Contract with Torrenga Engineering For ALTA Boundary Survey Services for Properties Located at 8618, 8610, & 8612 Kennedy Avenue.* Commissioner Leep seconded the motion. **Motion carried by unanimous voice vote.**

ACTION TO PAY ACCOUNTS PAYABLE VOUCHERS:

Commissioner Dabrowski made a motion to pay account payables as prepared in the amount of \$46,984.04. 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 May 11, 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 May 25, 2016, at 6:00 PM. These meetings will take place in the town hall.

The next Highland Main Street meeting will be held on Thursday, May 5, 2016 at 6:30 PM also 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 7:07 PM.**

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION RECONVENED
April 27, 2016**

The Highland Redevelopment Commission ("Commission", "RC") reconvened at 7:08 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, Bill Leep, Ed Dabrowski, and Kathy DeGuilio-Fox. Also in attendance were School Town of Highland Commissioner Pat Krull and residents Kevin and Tracy Clark.

General Substance of the Study Session

Legal Contract

President Kuzmar stated that he will be requesting a meeting with the Commission attorney regarding questions and concerns.

Brewery

Residents Kevin and Tracy Clark introduced themselves to the Commission. They have been operating a brewery for five years and distribute through Calumet Breweries. They are very active in their present community participating in festivals and events. Their brewery's demographic is mostly over the age of 50 (60 to 70%). The Clarks are looking for a presence in south Lake County for a higher production capacity and to establish a full restaurant which will be family oriented. The Director stated that she has met with the Clarks previously and discussed several possible locations. They are interested in 2605 Condit at this time and would like to know what incentives, standards, dimensions of the parcels, and estimates on bringing utilities to site. The Director will forward that information to them. They stated to the Commission that a roadway across the bike path would be necessary to capture patrons from the Art & Cultural District. The Clarks will review the information and contact the Director with further questions or decisions.

Proposed Art & Cultural District

The revised Plan for the Proposed Art & Cultural District should be available by the next meeting.

The Director reported that she has spoken to several owners within the proposed Art & Cultural District. She provided a brief summary of each contact.

Town Theatre Update

Director Petro informed the Commission about the Boy and Girl Scout program, "*Exploring Workforce Development Pathway to Adventure Council*". It offers career information to young adults from the ages of 14 to 20. The Town Theatre Board has decided to become a post for an Explorer program in Highland. The first organizational meeting will be held on Wednesday, May 11, 2016 at 7:00 PM in the town hall. Young adults will have an opportunity to learn about the different careers associated with the theatre including architecture, engineering, construction, operations, marketing, publicity, and social media.

President Kuzmar stated that the cost figures should be available soon for the theatre. At the present time each theatre component is being analyzed as much as possible to ascertain reliable information.

Tax Abatement Discussion

Commissioners briefly discussed tax abatement. A fuller discussion will be scheduled for the next meeting.

Study Session ended at 8:33 PM.

TOWN OF HIGHLAND REDEVELOPMENT COMMISSION
APPROPRIATION TRANSFER RESOLUTION
RESOLUTION NO. 2016-10

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the REDEVELOPMENT GENERAL FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the REDEVELOPMENT COMMISSION

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Redevelopment General Fund**;

NOW, THEREFORE BE IT RESOLVED by the Redevelopment Commission of the Town of Highland, Lake County, Indiana as follows:

Section 1. That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

Section 2. That is has been shown that certain existing unobligated appropriations of the **Redevelopment General Fund** which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

SHARED ETHICS INITIATIVE FUND

Reduce Account:

#94-39030 Main Street Professional Services	\$3000.00
#94-31003 Consultant Fees	\$5500.00
#94-33002 Printing	\$2000.00
#94-39020 Info. & Comm. Tech Services	<u>\$ 510.00</u>
<i>Total 300 Series Decreases</i>	\$11,010.00


Increase Accounts:

#94-11102 Salary	\$4480.00
#94-11201 Soc. Security & Medicare	<u>\$ 590.00</u>
<i>Total 100 Series Increases</i>	<u>\$5070.00</u>
#94-34023 Insurance	<u>\$5940.00</u>
<i>Total 300 Series Increases</i>	<u>\$5940.00</u>
Total of All Fund Decreases:	\$11,010.00
Total of All Fund Increases:	\$11,010.00

Section 3. That this resolution is contingent upon and subject to the action of the Redevelopment Commission.


DULY RESOLVED and ADOPTED this 27th Day of April, 2016 by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

REDEVELOPMENT COMMISSION of the TOWN of
HIGHLAND, INDIANA



Greg Kuzmar, President

Attest:



Ed Dabrowski, Secretary

Town of HIGHLAND
Redevelopment Commission Resolution
Resolution No. 2016-11

A RESOLUTION REGARDING THE DISPOSITION OF THE
COMMERCIAL CORRIDOR ALLOCATION AREA FUND AND THE
HIGHLAND DOWNTOWN ALLOCATION AREA FUND, AND
ACTION TO AUTHORIZE THEIR RECONCILIATION.

WHEREAS, The Town of Highland is a local unit of general government governed by a Town Council, which is both the fiscal and legislative body of the Town;

WHEREAS, Town of Highland by its Town legislative body has established and organized a Redevelopment Department to be governed by a Redevelopment Commission, all pursuant to IC 36-7-14 et seq.

WHEREAS, The Redevelopment Commission has been advised by the municipal fiscal officer of a receipting mistake between and among the *Commercial Corridor Allocation Area Fund* and the *Highland Downtown Allocation Area Fund* both of which are currently on account to the municipality and owing to the receipting mistake require an act of reconciliation;

WHEREAS, The Redevelopment Commission as the governing body of the Redevelopment Department now desires to favorably receive the report and recommendation of the municipal fiscal officer and take the proper action to reconcile the funds and accounts in order to render the proper balance on deposit to the credit to Commercial Corridor Allocation Area Fund and the Highland Downtown Allocation Area Fund,

NOW, THEREFORE, BE IT HEREBY RESOLVED BY the Highland Redevelopment Commission of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That Highland Redevelopment Commission, as the governing body of the Redevelopment Department now finds that the report of the fiscal officer as treasurer of the Redevelopment in which he reports a receipting crediting mistake that affects the balances on deposit to the Highland Downtown Allocation Fund and the Highland Commercial

Corridor Allocation Fund requires an act of reconciliation to undue the effects of the mistaken postings;

Section 2. That Highland Redevelopment Commission, as the governing body of the Redevelopment Department now further finds and determines the following as reported and recommended by the municipal fiscal officer:

(A) That for FY 2014 distributions totaling \$151,663.27 and in FY 2015 distributions totaling \$138,173.80 were receipted to the *Commercial Corridor Allocation Fund*, and that these distributions should have been deposited instead to the *Highland Downtown Allocation Fund*;

(B) That for FY 2014 distributions totaling \$110,087.20 and in FY 2015 distributions totaling \$109,598.10 were made to the *Highland Downtown Allocation Fund* and that these distributions should have been deposited instead to the *Highland Commercial Corridor Fund*;

(C) That owing to the foregoing, the ending balance at December 31, 2015 for the *Commercial Corridor Allocation Fund* at \$335,413.14 is overstated by \$70,151.77;

(D) That owing to the foregoing, the ending balance at December 31, 2015 for the *Highland Downtown Allocation Area Fund* at \$444,498.45 is understated by \$70,151.77; and

(E) That as recommended by the municipal fiscal officer, in order to reconcile and correct the cash balances for the Downtown Allocation Area Fund and the Commercial Corridor Allocation Fund, a transfer in the amount of \$70,151.77 should be withdrawn and transferred from the cash balance of the *Commercial Corridor Allocation Area Fund* and then deposited to the credit of the *Highland Downtown Allocation Area Fund* for the purposes herein specified, subject to the laws governing the same; and,

(F) That once the transfer and reconciliation as identified in the foregoing findings and determination is executed, the corrected ending balances for end of FY 2015 for the *Highland Downtown Allocation Area Fund* shall be \$514,650.22 and for the *Commercial Corridor Allocation Area Fund* shall be \$265,261.37;

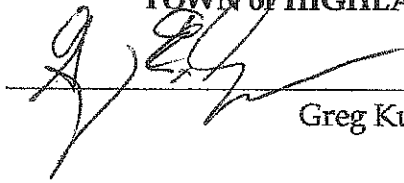
Section 3. That to render a correction and reconciliation to the two allocation area funds herein named, and supported by the forgoing, the Clerk-Treasurer, as fiscal officer of the municipality and treasurer of the

Redevelopment Department is hereby authorized and instructed to withdraw and transfer the amount of \$70,151.77 from the *Commercial Corridor Allocation Area Fund*, and then to deposit that same amount to the credit of the *Highland Downtown Allocation Area Fund*;

Section 4. That the exhibit attached is adopted and made a part of this resolution, and a copy of this resolution with exhibit fully executed with the signatures of the proper officers of the Redevelopment Commission shall be delivered to and filed with the Clerk-Treasurer pursuant to IC 36-5-4-14.

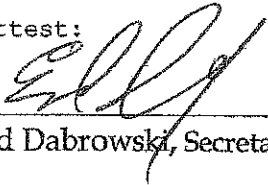
DULY RESOLVED AND ADOPTED this 27th Day of April 2016, by the Highland Redevelopment Commission of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

HIGHLAND REDEVELOPMENT COMMISSION
TOWN of HIGHLAND, INDIANA



Greg Kuzmar, President

Attest:



Ed Dabrowski, Secretary

EXHIBIT

What should have happened

		Ending Balance	Receipts	Receipts	2015 Ending Balance	
		2013	2014	2015		Deposit
98	Highland Down Town	\$ 224,813.15	\$ 151,663.27	\$ 138,173.80	\$ 514,650.22	\$ 70,151.77
100	Commercial Corridor	\$ 45,576.07	\$ 110,087.20	\$ 109,598.10	\$ 265,261.37	
99	Highland South Town Acres				\$ 33,909.31	

What occurred

		Ending Balance	Receipts	Receipts	2015 Ending Balance	
		2013	2014	2015		Transfer from
98	Highland Down Town	\$ 224,813.15	\$ 110,087.20	\$ 109,598.10	\$ 444,498.45	
100	Commercial Corridor	\$ 45,576.07	\$ 151,663.27	\$ 138,173.80	\$ 335,413.14	\$ 70,151.77
99	Highland South Town Acres				\$ 33,909.31	

Resolution No. 2016-12

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT
COMMISSION TO PROVIDE REIMBURSEMENT FOR A FAÇADE
IMPROVEMENT GRANT TO MR. MARK MACHNIC FOR
PROPERTY LOCATED AT 8411 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, Mr. Mark Machnic originally applied for a grant totaling \$28,000.00, of which and not to exceed 30% or \$8,400.00, would be reimbursed to him upon completion of the work with approved receipts. This amount was approved with Resolution No. 2015-20 on November 11, 2015 by the Redevelopment Commission. However, upon completion of the work, the actual total was \$27,080.32 and 30% of that total to be reimbursed was \$8,124.10.

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 reimbursement to Mr. Mark Machnic for a Façade Improvement Grant for property located at 8411 Kennedy Avenue.
2. That the Commission will provide up to and not to exceed reimbursement of \$8,124.10, based upon a total project cost of \$27,080.32.
3. That all reimbursements have been delivered and received by the Commission and 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 meeting of the Highland Redevelopment Commission held on the 13th day of April 2016.

Highland Redevelopment Commission

By: 
Greg Kuzmar, President

Attest:

By: 
Ed Dabrowski, Secretary

North Star Stone, Inc.
 325 N. 325 E.
 Valparaiso, IN 46383

Invoice

Date	Invoice #
1/4/2016	11094

Bill To	Ship To
Mark Machnic 8411 Kennedy Ave. Highland, In.	SAME

PAID
 01/04/2016

S.O. No.	P.O. No.	Terms	Project
3903	Hard Measure		

Item	Description	Invoiced	U/M	Rate	Amount
Flat Rock	Using North Star Stone - Summer Blend EXTERIOR	1,206		4.00	4,824.00
Corners tax	TAX	228		4.00	912.00
Labor	LABOR	1		401.52	401.52
Column tax	Custom Foam Column (92') TAX	92		9,321.00 40.00	9,321.00 3,680.00
		1		128.80	128.80
	DISCOUNTED \$1.00 PER SQ. FT. FOR USING NORTH STAR STONE - PER CHRIS.				
	PAID \$10,000.00 BY CHECK# 1620: 01/04/16 THANK YOU!				
Total					\$19,267.32
Payments/Credits					-\$19,267.32
Balance Due					\$0.00



1420 East 91st Drive
 Merrillville, IN 46410
 P: 219.736.9800

Invoice

Date	Invoice #
3/9/2016	160309

PAID
 03/17/2016

Bill To Mala Properties, LLC 8411 Kennedy Avenue Highland, IN 46322	Ship To New Fabric Awnings
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P.O. Number	Terms	Rep	Ship	Via
Mark Machnic	Due on receipt	GS	3/9/2016	Our Truck

Item Code	Description	Amount
Awning-Com...	Fabricate and Install New Fabric traditional Style Awning	7,663.00T
Permits	92' Wide x 3' Drop x 4' Projection Permit	150.00T

Phone: 219.736.9800
 Fax: 219.736.9100
 Email: info@awningguy.com

Thank you for your business!

Subtotal	\$7,813.00
Sales Tax (0.0%)	\$0.00
Total	\$7,813.00
Payments/Credits	-\$7,813.00
Balance Due	\$0.00

RESOLUTION NO. 2016-13

RESOLUTION OF THE HIGHLAND REDEVELOPMENT
COMMISSION RATIFYING A CONTRACT WITH TORRENGA
ENGINEERING FOR ALTA BOUNDARY SURVEY SERVICES FOR
PROPERTIES LOCATED AT 8618, 8610 & 8612 KENNEDY AVENUE

WHEREAS, the Highland Redevelopment Commission (the "Commission"), exists and operates under the provisions of the Redevelopment of Cities and Towns Act in I.C. 36-7-14, as amended from time to time (the "Act"); and

WHEREAS, the Highland Redevelopment Commission is authorized to negotiate and enter into contracts by statute; and

WHEREAS, the Highland Redevelopment Commission has requested, received and reviewed two proposals for performing an ALTA boundary survey on three properties: 8618, 8610 & 8612 Kennedy Avenue; and

WHEREAS, Morris Architects Planners requested an immediate ALTA boundary survey before further architectural services could move forward, and

WHEREAS, the Redevelopment Director is allowed to approve contracts and purchases up to \$20,000.00; and

WHEREAS, the Redevelopment Director approved the lowest most responsive proposal; and

NOW, THEREFORE, be it resolved as follows:

That it is in the best interest of the Town and the Redevelopment Commission to ratify a contract with Torrenge Engineering for ALTA boundary survey services.

Adopted and approved at a meeting of the Highland Redevelopment Commission held on the 27th day of April, 2016.

HIGHLAND REDEVELOPMENT COMMISSION

BY: _____

President Greg Kuznar

ATTEST:

Secretary Ed Dabrowski

C Petro

From: Stuart Allen <stuart.allen@torrenga.com>
Sent: Thursday, April 07, 2016 9:38 AM
To: 'C Petro'
Subject: ALTA/NSPS Land Title Survey
Attachments: 8618, 8612 AND 8610 KENNEDY AVE.PDF; ALTA SURVEY CHECKLIST 4-6-16.pdf

Cecile LaCombe Petro,
Highland Redevelopment Director:

Please consider this our official quote to perform a 2016 ALTA/NSPS Land Title Survey, (ALTA) on Lake County Parcel Numbers: 45-07-21-327-019.000-026, 45-07-21-327-018.000-026 and 45-07-21-327-020.000-026. Current address: (8618, 8612 and 8610 Kennedy Avenue, Highland, Indiana, as shown on the attached PDF. Including Table A items 1, 2, 4, 5, 6(a)*, 7(a), 8, 11*, 13. The cost will not exceed \$2,200.00 (with a completion date of 21 days from the notice to proceed weather permitting). I will need a current title commitment with all documentation in order to complete the survey.

*6(a) Provide a letter to the surveyor as specified on the attached Table A.

*11 The surveyor will call 811 for a utility locate on the subject property. If additional underground utilities are required the owner may be required to hire a private underground locate company at their own expense. If the call made by the surveyor to 811 is ignored within the 21 day time frame the surveyor will note on the plat how this affected the survey.

A response to this email to proceed will be considered our official "notice to proceed".

If there are any questions or I need to clarify/add anything to the quote please let me know and I will make the appropriate adjustments.

Thanks,

J. Stuart Allen

Partner - Professional Land Surveyor

Torrenga Surveying, LLC

907 Ridge Road

Munster, IN 46321

voice: 219.836.8918

fax: 219.836.1138

mobile: 219.712.3885

e-mail: stuart.allen@torrenga.com



TABLE A

OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS

NOTE: The twenty (20) items of Table A may be negotiated between the surveyor and client. Any additional items negotiated between the surveyor and client shall be identified as 21(a), 21(b), etc. and explained pursuant to Section 6.D.ii.(g). Notwithstanding Table A Items 5 and 11, if an engineering design survey is desired as part of an ALTA/NSPS Land Title Survey, such services should be negotiated under Table A, Item 21.

If checked, the following optional items are to be included in the ALTA/NSPS LAND TITLE SURVEY, except as otherwise qualified (see note above):

1. Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the property, unless already marked or referenced by existing monuments or witnesses in close proximity to the corner.
2. Address(es) of the surveyed property if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork.
3. Flood zone classification (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent) depicted by scaled map location and graphic plotting only.
4. Gross land area (and other areas if specified by the client).
5. Vertical relief with the source of information (e.g., ground survey, aerial map), contour interval, datum, and originating benchmark identified.
6. (a) If set forth in a zoning report or letter provided to the surveyor by the client, list the current zoning classification, setback requirements, the height and floor space area restrictions, and parking requirements. Identify the date and source of the report or letter.
 (b) If the zoning setback requirements are set forth in a zoning report or letter provided to the surveyor by the client, and if those requirements do not require an interpretation by the surveyor, graphically depict the building setback requirements. Identify the date and source of the report or letter.
7. (a) Exterior dimensions of all buildings at ground level.
(b) Square footage of:
 (1) exterior footprint of all buildings at ground level.
 (2) other areas as specified by the client.
 (c) Measured height of all buildings above grade at a location specified by the client. If no location is specified, the point of measurement shall be identified.

8. Substantial features observed in the process of conducting the fieldwork (in addition to the improvements and features required pursuant to Section 5 above) (e.g., parking lots, billboards, signs, swimming pools, landscaped areas, substantial areas of refuse).
9. Number and type (e.g., disabled, motorcycle, regular and other marked specialized types) of clearly identifiable parking spaces on surface parking areas, lots and in parking structures. Striping of clearly identifiable parking spaces on surface parking areas and lots.
10. (a) As designated by the client, a determination of the relationship and location of certain division or party walls with respect to adjoining properties (client to obtain necessary permissions).
- (b) As designated by the client, a determination of whether certain walls are plumb (client to obtain necessary permissions).
11. Location of utilities existing on or serving the surveyed property as determined by:
- observed evidence collected pursuant to Section 5.E.iv.
 - evidence from plans requested by the surveyor and obtained from utility companies, or provided by client (with reference as to the sources of information), and
 - markings requested by the surveyor pursuant to an 811 utility locate or similar request
- Representative examples of such utilities include, but are not limited to:
- Manholes, catch basins, valve vaults and other surface indications of subterranean uses;
 - Wires and cables (including their function, if readily identifiable) crossing the surveyed property, and all poles on or within ten feet of the surveyed property. Without expressing a legal opinion as to the ownership or nature of the potential encroachment, the dimensions of all encroaching utility pole crossmembers or overhangs; and
 - Utility company installations on the surveyed property.
- Note to the client, insurer, and lender - With regard to Table A, item 11, source information from plans and markings will be combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response, in which case the surveyor shall note on the plat or map how this affected the surveyor's assessment of the location of the utilities. Where additional or more detailed information is required, the client is advised that excavation and/or a private utility locate request may be necessary.
12. As specified by the client, Governmental Agency survey-related requirements (e.g., HUD surveys, surveys for leases on Bureau of Land Management managed lands).

13. Names of adjoining owners according to current tax records. If more than one owner, identify the first owner's name listed in the tax records followed by "et al."
14. As specified by the client, distance to the nearest intersecting street.
15. Rectified orthophotography, photogrammetric mapping, remote sensing, airborne/mobile laser scanning and other similar products, tools or technologies as the basis for the showing the location of certain features (excluding boundaries) where ground measurements are not otherwise necessary to locate those features to an appropriate and acceptable accuracy relative to a nearby boundary. The surveyor shall (a) discuss the ramifications of such methodologies (e.g., the potential precision and completeness of the data gathered thereby) with the insurer, lender, and client prior to the performance of the survey, and (b) place a note on the face of the survey explaining the source, date, precision, and other relevant qualifications of any such data.
16. Evidence of recent earth moving work, building construction, or building additions observed in the process of conducting the fieldwork.
17. Proposed changes in street right of way lines, if such information is made available to the surveyor by the controlling jurisdiction. Evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork.
18. If there has been a field delineation of wetlands conducted by a qualified specialist hired by the client, the surveyor shall locate any delineation markers observed in the process of conducting the fieldwork and show them on the face of the plat or map. If no markers were observed, the surveyor shall so state.
19. Include any plottable offsite (i.e., appurtenant) easements or servitudes disclosed in documents provided to or obtained by the surveyor as a part of the survey pursuant to Sections 5 and 6 (and applicable selected Table A items) (client to obtain necessary permissions).
20. Professional Liability Insurance policy obtained by the surveyor in the minimum amount of \$_____ to be in effect throughout the contract term. Certificate of Insurance to be furnished upon request, but this item shall not be addressed on the face of the plat or map.
21.

Adopted by the Board of Governors, American Land Title Association, on October 8, 2015.
American Land Title Association, 1800 M St., N.W., Suite 300S, Washington, D.C. 20036-5828.
www.alta.org

Adopted by the Board of Directors, National Society of Professional Surveyors, on October 9, 2015.
National Society of Professional Surveyors, Inc., 5119 Pegasus Court, Suite Q, Frederick, MD 21704.
<http://www.nspss.us.com/>

GARFIELD AVE.
HIGHLAND (ORIGINAL TOWN)

Town of Highland by and through its Redevelopment Commission
3333 Ridge RD
45-07-21-327-019.000-026
Town of Highland by and through its Redevelopment Commission
3333 Ridge RD
45-07-21-327-018.000-026
Town of Highland Indiana
3333 Ridge RD
45-07-21-327-020.000-026

TSC Addition

HIGHLAND

WOLAK ADD.

WOLAK ADD.

7-023

100

21

HIGHLAND

CONDIE ST.

HIGHLAND (ORIGINAL TOWN)

175

120

50

50

40

8608

2736

8632

8638

HIGHLAND

HIGHLAND (ORIGINAL TOWN)

KENNEDY AVE.

HIGHLAND 1ST ADD. (HIGHLAND)

HIGHLAND 1ST ADD. (HIGHLAND)

38.3

157

100

Feet

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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 03/11/2016 - 04/28/2016
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: 07

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 094 Redevelopment General					
Dept 0000					
094-0000-31001	KENNEDY/MAIN BUSINESS PARK	GREEN & KUCHEL, PC	KENNEDY/MAIN BUSINESS PARK	108.00	
094-0000-31001	DISCLOSURE OF PUBLIC RECORDS	GREEN & KUCHEL, PC	DISCLOSURE OF PUBLIC RECORDS	90.00	
094-0000-31001	TOWN THEATRE	GREEN & KUCHEL, PC	TOWN THEATRE	180.00	
094-0000-31001	MUNICIPAL WORK-GENERAL FILE	GREEN & KUCHEL, PC	MUNICIPAL WORK-GENERAL FILE	1,476.00	
094-0000-31003	BUILDING STABILIZATION SERVICES	MORRIS ARCHITECT PLANNER	BUILDING STABILIZATION SERVICES	4,267.07	
094-0000-31004	CONFERENCE TICKET REIMBURSEMENT	CECILE PETRO (R)	CONFERENCE TICKET REIMBURSEMENT	40.00	
094-0000-31004	QUAD TOWN LUNCHEON MEETING 3-31	CECILE PETRO (R)	TRAVEL FOR FEB. 2016	21.77	
094-0000-31004	MEMBERSHIP LUNCH TICKETS-MARCH	HIGHLAND CHAMBER OF COMM	MEMBERSHIP LUNCH TICKETS-MARCH	30.00	
094-0000-31004	2016 ANNUAL DUES	NORTHWEST INDIANA FORUM	2016 ANNUAL DUES	2,750.00	
094-0000-32002	TRAVEL FOR FEBRUARY 2016	CECILE PETRO (R)	TRAVEL FOR FEB. 2016	51.18	
094-0000-33001	LEGAL NOTICE-TAX ABATEMENT	THE TIMES OF NW INDIANA	LEGAL NOTICES-TAX ABATEMENT	28.78	
094-0000-34023	HEALTH	TOWN OF HIGHLAND INS FUN	4/16 D/S REDEV INS PREMIUMS	767.30	
094-0000-34043	LIFE	TOWN OF HIGHLAND INS FUN	4/16 D/S REDEV INS PREMIUMS	9.40	
094-0000-35008	UTILITIES-2605 CONDIT-THRU 4/1/	TOWN OF HIGHLAND UTILITI	UTILITIES-2605 CONDIT-THRU 4/1/16	18.78	
094-0000-35008	UTILITIES-8618 KENNEDY-THRU 4/1	TOWN OF HIGHLAND UTILITI	UTILITIES-8618 KENNEDY-THRU 4/1/16	75.32	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	PAYROLL ACCOUNT	3/18PRL D/S TRANSFER REDEVELOPMENT	3,986.87	24817
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	PAYROLL ACCOUNT	4/1PRL D/S TRANSFER REDEVELOPMENT	3,708.10	24918
Total For Dept 0000				17,608.57	
Total For Fund 094 Redevelopment General				17,608.57	
Fund 096 Redevelopment Capital					
Dept 0000					
096-0000-31005	TT ARCHITECT/ENGINEER FEES	MORRIS ARCHITECT PLANNER	TT ARCHITECT/ ENGINEER FEES	12,620.25	
096-0000-31005	KENN.AVE. CORRIDOR PLAN (ART &	SHORT-ELLIOTT-HENDRICKSO	HIGHLAND KENNEDY AVE. CORRIDOR PLAN R	2,600.00	
096-0000-31007	ELECTRICAL- 2813 JEWETT	CUSTOM REMODELING INC	ELECTRICAL-2813 JEWETT	375.00	
096-0000-31007	FURNACE REPAIR FOR 2813 JEWETT	ECOEDGE SYSTEMS	FURNACE REPAIR--2813 JEWETT STREET	311.22	
096-0000-31007	UTILITIES-2821 JEWETT-THRU 3/21	NORTHERN IN PUBLIC SERVI	UTILITIES-2821 JEWETT-THRU 3/21/16	108.80	
096-0000-31007	UTILITIES-2811 JEWETT-THRU 3/21	NORTHERN IN PUBLIC SERVI	UTILITIES-2811 JEWETT-THRU 3/21/16	113.42	
096-0000-31007	UTILITIES-8610 KENNEDY-THRU 3/2	NORTHERN IN PUBLIC SERVI	UTILITIES-8610 KENNEDY- THRU 3/21/16	136.43	
096-0000-31007	UTILITIES-2821 JEWETT THRU 2/22	NORTHERN IN PUBLIC SERVI	UTILITES-2821 JEWETT THRU 2/22/16	54.47	
096-0000-31007	GAS BILL-2815 JEWETT-THRU 2/1/1	NORTHERN IN PUBLIC SERVI	GAS-2815 JEWETT-THRU 2/1/16	21.40	
096-0000-31007	RPZ INSTALLATION-2815 JEWETT	SALYER PLUMBING, INC	RPZ INSTALLATION-2815 JEWETT	1,172.50	
096-0000-31007	UTILITIES-8610 KENNEDY-THRU 4/1	TOWN OF HIGHLAND UTILITI	UTILITIES-8610 KENNEDY-THRU 4/1/16	69.49	
096-0000-31007	UTILITIES-8612 KENNEDY-THRU 4/1	TOWN OF HIGHLAND UTILITI	UTILITIES-8612 KENNEDY-THRU 4/1/16	69.49	
096-0000-34002	FIG REIMBURSEMENT-8411 KENNEDY	MALO PROPERTIES	FIG REIMBURSEMENT-8411 KENNEDY	8,124.10	
096-0000-39019	PURCHASE-8630 KENNEDY	GREEN & KUCHEL, PC	PURCHASE-8630 KENNEDY	468.00	
096-0000-39311	TAXES FOR 2815 JEWETT AVENUE (R	LAKE COUNTY TREASURER	TAXES ON 2815 JEWETT STREET (LITTLE C	180.00	
096-0000-39311	TAXES (PAY 2016) FOR 8610 KENNE	LAKE COUNTY TREASURER	TAXES (2015 PAY 2016) FOR 8612 KENNED	1,723.74	
096-0000-39311	TAXES (PAY 2016) 8610 KENNEDY A	LAKE COUNTY TREASURER	TAXES (PAY 2016) FOR 8610 KENNEDY AVE	1,227.16	
Total For Dept 0000				29,375.47	
Total For Fund 096 Redevelopment Capital				29,375.47	

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BANK CODE: 07

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 094 Redevelopment	17,608.57	
			Fund 096 Redevelopment	29,375.47	
			Total For All Funds:	<u>46,984.04</u>	