

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
MONDAY, JUNE 17, 2019**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Monday, June 17, 2019 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Bernie Zemen called the Study Session to order at 7:03 p.m. 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: Rhett Tauber, Redevelopment Commission Attorney and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: Larry Kondrat, Board of Waterworks and Ed Dabrowski, IT Consultant; Michelle Quinn, Post Tribune; Theresa Badovich, The Idea Factory; Roger Sheeman, resident; and Tom Black, resident.

General Substance of the Discussion

- 1. Review of Plenary Business Meeting:** Ms. DeGuilio-Fox reviewed the agenda items that the Commissioners were to address during their business meeting following the study session.
- 2. Downtown Streetscape:** Ms. DeGuilio-Fox advised that after noticing the outgrowth from the trees that had been cut down last year, she contacted Mark Knesek regarding Russell Tree Services. When contacted Russell advised they had forgotten to return to apply stump killer. Russell will return to trim the outgrowth and apply stump killer prior to the 4th of July. Commissioner Herak asked if Redevelopment had paid for the tree services last year. He was advised that Redevelopment had paid for tree removal in the downtown last year and would not be charged for the services described above.
- 3. Bult Oil Property:** The EPA contractor TetraTech has completed testing the former Bult Oil property and is in the process of preparing a final report that will include a remediation plan. Regardless of the future use of the property remediation of the property will be required. The EPA has been a great partner throughout the process and Highland Redevelopment has not been charged for any of the services provided. Services have been provided by a federal program that Ms. DeGuilio-Fox applied for at the beginning of the process.
- 4. Southwest Corner of Highway & Kennedy Avenue:** Ms. DeGuilio-Fox reported that both John Bach and Alex Brown had signed off on the engineering plans for the project and those plans were sent to NISPCO for review by the Land Department. Upon approval from NIPSCO the project will move forward to construction. Commissioner Herak commented about a recent meeting he'd attended with representatives from NIPSCO on another matter. Ms. DeGuilio-Fox advised that she has been working with the Land Department and not Public Relations or Pipeline Field Services.
- 5. SOS and Use of Redevelopment Space:** Ms. DeGuilio-Fox reminded the Commissioners that SOS has been using space in the garage at 2811 Jewett over the past several years and, now that there may be a prospect for purchasing or leasing the space an alternative space should be found for the SOS group. Ms. DeGuilio-Fox proposed moving the SOS group to the former Highland PD space on the lower floor

of Town Hall. Commissioner Vassar suggested John Bach and Commander Pat Vassar be contacted in this regard.

6. **DEF Properties at 2936 Highway Avenue:** Renovations are moving along. Reportedly, if all goes well with the remaining renovations and inspections the new ice cream shop and Maria's will be open by the 4th of July.
7. **Highland Main Street:** Ms. DeGuilio-Fox provided a brief update on the outcome of the Car Cruise. Approximately 110 cars participated, which was fewer than last year. The threat of storms kept car owners from bringing their vehicles out. However, the weather turned out to be clear and warm for the day. Numerous downtown businesses participated by having specials and sidewalk sale tables. The Car Cruise was a successful event again this year. Planning for Last Call For Summer, scheduled for August 10th, is in full swing. Ms. DeGuilio-Fox directed everyone's attention to the Community Garden budget provided in the packet. It was reported that to date \$5,075.00 in cash donations had been received along with \$591.80 in in-kind donations for a total of \$5,866.80 in donations. To date \$3,351.29 has been spent. Everything has been planted, a calendar for weeding & watering has been set up and a storage shed installed. Brief discussion ensued.

Comments from the Commissioners: Commissioner Vassar advised he had been given NIPSCO contact information from a resident living near the LaPorte Street work NIPSCO performed last year and this. The Highland resident reported NIPSCO as saying they'd finished their work last year. However, they've come back out this year to complete the work including bringing in a surveyor who will develop a plan to finalize the work and property remediation.

There being no further business, the June 17, 2019 study session of the Highland Redevelopment Commission was adjourned at 7:15 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING MINUTES
MONDAY, JUNE 17, 2019**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on June 17, 2019 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Zemen called the meeting to order at 7:30 p.m. 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: Rhett Tauber, Redevelopment Commission Attorney; and Kathy DeGuilio-Fox, Redevelopment Director were present.

Also present: Larry Kondrat, Board of Waterworks; Ed Dabrowski, IT Consultant; Michelle Quinn, Post-Tribune; Theresa Badovich, The Idea Factory; Roger Sheeman, resident and Tom Black, resident.

Minutes of the Previous Meetings: Commissioner Michael Griffin moved to approve the minutes of the Study Session and Public meeting of May 20, 2019 and the Minutes of the Study Session of June 3, 2019. Commissioner Steve Wagner seconded the motion. No discussion. Upon a roll call vote, the motion passed. The minutes were approved by a vote of five affirmatives and no negatives.

Special Orders: None

Public Comment: Larry Kondrat of 8115 4th Place East, Highland, Indiana, asked for clarification in regard to Resolution 2019-23 and the grantee. It was explained that the grant was awarded for a façade improvement project of the Highland Office Center, LLC, owned by William Hasse. The purpose of the resolution is to reduce the amount of funds being reimbursed for the project. Mr. Kondrat also asked if the hearing scheduled for next week in regard to the \$68,000 appropriation for the Cardinal Campus allocation area is during the Highland Town Council meeting or the Redevelopment Commission. He was advised accordingly. Roger Sheeman of 9735 Wildwood Court, Highland, Indiana, asked if there is to be a ribbon cutting or celebration of the reopening of Maria's Buena Cocina and the ice cream shop. He was advised that any type of celebration depends on the wishes of the business owners and that generally, if the businesses are member of the local chamber of commerce, they would organize a ribbon cutting. Members of the Council, as Chamber members, are always supportive of the events and businesses. Mr. Sheeman went on to ask who is responsible for the Community Garden. He inquired as to who will take care of it and pick the crops as they mature. Mr. Sheeman was advised that a committee of the Highland Main Street Bureau organized the project and is doing all of the follow-up with the committee chairperson, Renee Reinhart, providing leadership for the project. Mr. Sheeman also asked if the Highland Redevelopment Commission plans to post signage at the 8620 Kennedy Avenue property advising the public the property is for sale. He was advised that a decision has not been made on that matter. There were no additional comments from the public.

Communications: None

Unfinished Business and General Orders: Action to Approve Accounts Payable Vouchers of May 20, 2019. The Commissioners were unable to act on this matter at the May 20, 2019 matter due to insufficient

affirmation. The Highland Clerk-Treasurer determined payment would be authorized and approval of the vouchers provided at the June 17, 2019 meeting. The Commissioners were asked to vote to ratify the approval and payment of the Accounts Payable Vouchers of May 20, 2019 as well as payroll dockets for April 12, 2019 and April 26, 2019. Commissioner Vassar made a motion to ratify the approval. Commissioner Wagner seconded the motion. Brief discussion ensued. Upon a roll call vote the motion passed with four affirmatives, no negatives and one abstention from the Clerk-Treasurer serving also as a Redevelopment Commissioner.

New Business: Consideration of Resolution 2019-23: Resolution of the Highland Redevelopment Commission to Amend Resolution 2018-12 to Reduce Reimbursement for a Façade Improvement Grant Awarded to William Hasse of the Highland Office Center, LLC at 2646 Highway Avenue. Ms. DeGuilio-Fox advised that the project costs came in lower than was initially granted in 2018. Because of this it was necessary to amend the reimbursement amount due for the project. Commissioner Griffin made a motion to approve Resolution 2019-23. Commissioner Vassar seconded the motion. There was no discussion. Upon a roll call vote the motion passes by a vote of five affirmatives and no negatives.

Action to Pay Accounts Payable Vouchers: Commissioner Vassar made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period May 22, 2019 through June 18, 2019 and the payroll dockets for May 10, 2019 and May 24, 2019 as presented, in the amount of \$91,015.83. Commissioner Wagner seconded the motion. Upon a roll call vote, and with an abstention made by Commissioner Michael Griffin, the motion passed with four affirmative votes and no negatives.

Vendors Accounts Payable Docket:

Redevelopment General Fund, \$23,803.12; Redevelopment Capital Fund, \$62,212.71; CEDIT Economic Development Income Tax Fund, \$5,000.00. Total: \$91,015.83.

Payroll Docket for Payday of May 10, 2019 and May 24, 2019: Redevelopment Department: Total Payroll: \$7,993.60.

Business from the Commissioners: None

Next Meeting: The next full Study Session is scheduled for July 1, 2019 to convene at 7:00 p.m. The next Public Meeting will be convened on July 15, 2019 at 7:30 p.m. A Study Session will precede the public meeting at 7:00 p.m. and reconvene following the public meeting, if deemed necessary. The next meeting of the Highland Main Street will be rescheduled to Thursday, July 11, 2018 at 6:30 p.m. in the Upper Conference room of the Town Hall due to the 4th of July Holiday which falls on the first Thursday of July.

Adjournment: There being no further business of the Highland Redevelopment Commission, Commissioner Vassar made a motion to adjourn the meeting. Commissioner Wagner seconded the motion. Upon a voice vote, the motion passed. The June 17, 2019 public meeting of the Highland Redevelopment Commission was adjourned at 7:39 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

Resolution No. 2019-23

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT
COMMISSION TO AMEND RESOLUTION 2018-12 TO REDUCE
REIMBURSEMENT FOR A FAÇADE IMPROVEMENT GRANT
AWARDED TO WILLIAM HASSE OF THE HIGHLAND OFFICE
CENTER LLC AT 2646 HIGHWAY 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 2018 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. William Hasse of the Highland Office Center, LLC applied for a grant totaling \$60,730.00, of which a not to exceed 30%, or \$18,219.00, would be reimbursed to them upon completion of the work and with approved receipts; and

WHEREAS, the original grant application was given approval on April 16, 2018 by Resolution No. 2018-12, the petitioners have completed the Commercial Property Improvement project and submitted final invoices for a lesser amount than previously budgeted; and

WHEREAS, The Highland Office Center, LLC is seeking consideration of amending their original grant application project budget and reducing the reimbursement amount requested.

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 an amended reimbursement to Mr. William Hasse of the Highland Office Center, LLC for a Façade Improvement Grant for property located at 2646 Highway Avenue.
2. The amended project cost is **\$31,080.00** as designated by the contractors original work estimates and subsequent receipts submitted as supporting documentation to the amendment.
3. That the Commission will provide up to and not to exceed reimbursement of **\$9,324.00, or 30% of the estimated project costs**, based upon the total project cost of **\$31,080.00**.
4. That all reimbursements will be made upon delivery of proof of work completion, and receipt by the Highland Redevelopment Commission, of approved receipts for work performed, and proof that all property taxes are paid and up-to-date and no liens have been filed on the property.
5. 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 17th day of June, 2019 having passed by a vote of ___ in favor and ___ opposed.

Highland Redevelopment Commission

By: 

Bernie Zemen, President

Attest:

By: 

Mark Herak, Secretary

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 #
094-0000-20004	PORTABLE TOILETS- CAR CRUISE	80544			PORTABLE TOILETS- CAR CRUISE	312.00	
094-0000-20004	CAR CRUISE SUPPLIES	80547			CAR CRUISE SUPPLIES	30.43	
094-0000-31001	LEGAL FEES-GENERAL MATTERS	80534			LEGAL FEES-GENERAL MATTERS	2,681.88	
094-0000-31003	SUPPLEMENTAL 2019 FINANCIAL S	80549			SUPPLEMENTAL 2019 FINANCIAL SERVI	5,997.00	
094-0000-31003	FINANCIAL SERVICES-2019	80550			FINANCIAL SERVICES-2019	755.00	
094-0000-33001	LEGAL AD- PH- 3/18/19	80542			LEGAL AD-PH 3-18-19	46.59	
094-0000-34023	HEALTH INS	80506			HEALTH/LIFE INS PREM REDEV 2019 J	1,854.07	30768
094-0000-34043	LIFE INS	80520			HEALTH/LIFE INS PREM REDEV 2019 J	13.12	
094-0000-35008	UTILITIES-2811 JEWETT-THRU 5/	80521			UTILITIES-2811 JEWETT-THRU 5/23/1	96.14	
094-0000-35008	UTILITIES-2821 JEWETT-THRU 5/	80522			UTILITIES-2821 JEWETT-THRU 5/23/1	10.14	
094-0000-35008	STORM-8610 KENNEDY-THRU 5/13/	80524			STORM-8610 KENNEDY-THRU 5/13/19	10.14	
094-0000-35008	STORM-8612 KENNEDY-THRU 5/13/	80523			STORM-8612 KENNEDY-THRU 5/13/19	10.14	
094-0000-35008	STORM-8618 KENNEDY-THRU 5/13/	80524			STORM-8618 KENNEDY-THRU 5/13/19	40.67	
094-0000-35008	STORM-8620 KENNEDY-THRU 5/13/	80525			STORM-8620 KENNEDY-THRU 5/13/19	40.67	
094-0000-35008	STORM-2605 CONDIT-THRU 5/13/1	80526			STORM-2605 CONDIT-THRU 5/13/19	10.14	
094-0000-39030	CAR CRUISE- NO PARKING SIGNS	80532			CAR CRUISE-NO PARKING SIGNS	158.25	
094-0000-39030	CAR CRUISE BANNERS	80533			CAR CRUISE-BANNERS	210.00	
094-0000-39030	CAR CRUISE PROF SERVICES	80535			CAR CRUISE PROF SERVICES	400.00	
094-0000-39030	LAST CALL INSURANCE BALANCE	80541			LAST CALL INSURANCE BALANCE	560.10	
094-0000-39030	CAR CRUISE SECURITY	80745			CAR CRUISE SECURITY	318.90	
094-0000-39030	CAR CRUISE SECURITY	80746			CAR CRUISE SECURITY	319.08	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	80341			5.24PRL D/S TRANSFER REDEVELOPME	4,926.24	30712
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	80479			6/7 PRL D/S TRANSFER REDEVELOPME	4,888.60	30755
Total For Dept 0000						23,803.12	
Total For Fund 094 Redevelopment General						23,803.12	

Fund 096 Redevelopment Capital	Dept 0000	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
096-0000-31007	2821 JEWETT PRIMER	80540			FABER PAINT/WALLPAPER HGLD,	10.70	
096-0000-31007	2605 CONDIT- SIGNS	80552			MEMARDS	10.32	
096-0000-31007	2821 JEWETT-PRIMER	80539			SHERWIN-WILLIAMS COMPANY CO	192.34	
096-0000-34002	COMM PROP IMPR GRANT REIMBURS	80482			PAT POBA	6,411.00	30756
096-0000-34002	FACADE REIMBURSEMENT-2646 HIG	80551			HIGHLAND OFFICE CENTER LLC	9,324.00	
096-0000-34002	CPI GRANT REIMBURSEMENT-2817	80536			SIEMER HEATING & COOLING IN	13,224.00	
096-0000-39025	APPRASAL-8715-19 KENNEDY	80530			JERRY J KULIK & COMPANY,LLC	3,500.00	
096-0000-39025	APPRASAL-10202 KENNEDY	80531			TERRY J KULIK & COMPANY,LLC	6,000.00	
096-0000-39025	APPRASAL- 8715-19 KENNEDY AV	80528			VALE APPRAISAL GROUP	3,000.00	
096-0000-39025	APPRASAL- 10202 KENNEDY	80529			VALE APPRAISAL GROUP	5,000.00	
096-0000-39026	LANDSCAPING- KENNEDY AVENUE	80527			DEAN'S LAWN & LANDSCAPING I	12,997.05	
096-0000-39040	COMMUNITY GARDEN LUMBER	80543			BLANFORD BROS. IN	2,011.30	
096-0000-39040	COMM GARDEN DONATION- WATER U	80548			FIRE DEPT DONATION FOUND	132.00	
096-0000-39040	COMMUNITY GARDEN- DIRT	80546			COMM GARDEN DONATION- WATER USAGE	400.00	
Total For Dept 0000						62,212.71	
Total For Fund 096 Redevelopment Capital						62,212.71	
Fund 250 CREDIT ECON. DEV. INCOME TAX FUND	Dept 0000	STRATEGIC CONSULTING SERVICES	80545	TINA RONGERS	STRATEGIC CONSULTING SERVICES	5,000.00	
Total For Dept 0000						5,000.00	

06/14/2019 03:43 PM

User: DMJ

DB: Highland

GL Number

Invoice Line Desc

Ref #

Vendor

Invoice Description

Amount

Check #

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND

EXP CHECK RUN DATES 05/22/2019 - 06/18/2019

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Fund 250 CREDIT ECON. DEV. INCOME TAX FUND

Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND

5,000.00

06/14/2019 0 . 3 PM

User: DMJ

DB: Highland

GL Number

INVOICE GL DISTRIBUTION F. CRT FOR TOWN OF HIGHLAND

EXP CHECK RUN DATES \ 12/2019 - 06/18/2019

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 3/3

Invoice Line Desc

Ref # Vendor

Invoice Description

Amount Check #

Fund Totals:

Fund 094 Redevelopment General	23,803.12
Fund 096 Redevelopment Capital	62,212.71
Fund 250 CREDIT ECON. DEV. INCOME	5,000.00

91,015.83