

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
MONDAY, JULY 15, 2019**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Monday, July 15, 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 7:00 p.m. Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director.

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

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

Also Present: Ed Dabrowski, IT Consultant; Larry Kondrat, Board of Waterworks; Tom Black, Highland resident; Martin Del Rios, Highland resident; Roger Sheeman, Highland resident; Rick Volbrecht, Highland 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. Study Session Scheduled for Monday, September 2, 2019:** Ms. DeGuilio-Fox reminded the Commissioners that Monday September 2, 2019 is Labor Day and asked if they would like to reschedule or cancel the meeting. Brief discussion ensued and the Commissioners determined the meeting should be canceled as has been done in the past.
- 3. Downtown Banner Project:** Commissioners were advised that the senior football players' banners have been scheduled for August 12th thru October 20th. She also advised that a downtown business banner is being planned. Ms. DeGuilio-Fox also reported she had received an inquiry from the Adult Booster Club asking about the process to post a banner in the downtown. Ms. DeGuilio-Fox will respond and advise that Commissioner Griffin is preparing policy language for the banner program. Ms. DeGuilio-Fox suggested if numerous requests come in we may have to limit the amount of time a banner is shown. Discussion ensued.
- 4. Commercial Property Improvement Grant Program:** Ms. DeGuilio-Fox directed the Commissioners' attention to the program documents provided for purposes of discussion regarding two requests that had been received from businesses outside the Downtown Redevelopment Area. She reported having advised that the program was established for properties located within the Downtown Development Area. Ms. DeGuilio-Fox also reported that three property owners in Downtown Development Area have requested application packets for improvement projects they are planning.
- 5. OCRA QuIP Grant – Mural Project:** Ms. DeGuilio-Fox reported that when she advised the OCRA office that Highland had completed the three approved murals and had funds remaining, the OCRA office asked that all the funds be expended by having a fourth mural created if possible. Jessica Haug, the artist that created the third mural is able to do another and there is a building owner – Dr. Liggett - who has given permission to paint it on the west elevation of his building on Highway Avenue. It is the wall that borders the patio at The Counter Ice Cream & Italian Ice. The Commissioners agreed to this

plan and confirmed that they do not want any additional murals created until further notice. Ms. DeGuilio-Fox reported she had advised the Main Street group of this.

6. **Comments from the Commissioners:** Commissioner Wagner asked what the schedule is for construction of the Pramuk Dental Clinic at 2nd and Highway. She advised that they've received approvals from the Town and are waiting for the State to approve their architectural and construction plans. Discussion ensued regarding various other topics.

There being no further business, the July 15, 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, JULY 15, 2019**

The Highland Redevelopment Commission (“Commission”, “RC”) met in a Public Meeting on July 15, 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 Mark Herak, Dan Vassar, Steve Wagner and Bernie Zemen. Commission Griffin was absent with notice. A quorum was attained.

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

Also present: Larry Kondrat, Board of Waterworks; Ed Dabrowski, IT Consultant; Tom Black, Highland Resident; Martin Del Rios, Highland resident; Roger Sheeman, Highland resident and Rick Volbrecht, Highland resident.

Minutes of the Previous Meetings: Commissioner Mark Herak moved to approve the minutes of the Study Session and Public meeting of June 17, 2019 and the Minutes of the Study Session of July 1, 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 four affirmatives and no negatives.

Special Orders: None

Public Comment: Tom Black, 3550 Garfield Avenue inquired as to when the Redevelopment Commission stops commissioning murals and if the murals aren’t contradictory to what the Town is doing with the façade improvement program. Ms. DeGuilio-Fox responded that the recent grants were created due to the OCRA QUILP grant that was received. She also advised that Main Street has discussed coordinating an art & sculpture walk in the downtown to showcase the street art that Highland displays. Roger Sheeman of 9735 Wildwood Court, Highland, Indiana, commented in regard to the Commercial Property Improvement Grant Program that East Chicago was reimbursing up to 80% on renewal projects in their downtown and 50% on projects that are outside the downtown. He advised that he supports the program but that he’d like to see a more cohesive look so that there is a specific “look” to the downtown rather than a bunch of individual businesses. Ms. DeGuilio-Fox explained that there are regulations and design standards that have to be met by the business owner as they renovate their facades, and that Town code must also be met. She also advised that we cannot instruct a business to improve or renovate their building if they don’t plan to. She also explained that the money Redevelopment receives comes from an annual allocation process. Mr. Sheeman went on to comment that he would like to see banners on Kennedy Avenue and not just in the downtown area. Larry Kondrat of 8115 4th Place East, Highland, Indiana, made several comments related to the Commercial Property Improvement Grant Program. He inquired as to the area included in the Downtown Developed Area and commented he could not tell from the map that was provided. He also commented about the increase in funds due to the addition of an interior grant element to the overall program. There were no additional comments from the public.

Communications: None

Unfinished Business and General Orders: None

New Business: Consideration of Resolution 2019-24: Resolution of the Highland Redevelopment Commission Approving an Agreement with Bradley Company for Economic Development and Real Estate Consulting Services to the Highland Redevelopment Commission. Commissioner Herak made a motion to approve Resolution 2019-24. Commissioner Wagner seconded the motion. There was no discussion. Upon a roll call vote the motion passed by a vote of four 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 June 19, 2019 through July 16, 2019 and the payroll dockets for June 21, 2019 and July 5, 2019 as presented, in the amount of \$46,159.70. Commissioner Wagner seconded the motion. Upon a roll call vote the motion passed with four affirmative votes and no negatives.

Vendors Accounts Payable Docket:

Redevelopment General Fund, \$30,021.91; Redevelopment Capital Fund, \$16,137.79. Total: \$46,159.70.

Payroll Docket for Payday of June 21, 2019 and July 5, 2019: Redevelopment Department: Total Payroll: \$7,993.60.

Business from the Commissioners: None

Next Meeting: The next full Study Session is scheduled for August 5, 2019 to convene at 7:00 p.m. The next Public Meeting will be convened on August 19, 2019 and convene 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, August 1, 2019 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 Vassar made a motion to adjourn the meeting. Commissioner Wagner seconded the motion. Upon a voice vote, the motion passed. The July 15, 2019 public meeting of the Highland Redevelopment Commission was adjourned at 7:39 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

**THE TOWN OF HIGHLAND
HIGHLAND REDEVELOPMENT COMMISSION
RESOLUTION 2019-24**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION APPROVING AN
AGREEMENT WITH BRADLEY COMPANY FOR ECONOMIC DEVELOPMENT AND REAL ESTATE
CONSULTING SERVICES TO THE HIGHLAND REDEVELOPMENT COMMISSION**

Whereas, The Redevelopment Commission of the Town of Highland is authorized to undertake redevelopment activities under IC 36-7-14 and Chapter 216 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 from time to time need financial advice and general redevelopment consulting to carry out its duties; and,

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 enter into an Agreement with Bradley Company for Economic Development and Real Estate Consulting Services for a Not-To-Exceed amount of \$25,000.00 in any calendar year.

DULY PASSED and RESOLVED by the Highland Redevelopment Commission, Lake County, Indiana, this 15th day of July, 2019 having passed by a vote of 4 in favor and 0 opposed.

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


Bernie Zemen, President

ATTEST:


Mark Herak, Secretary

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

Fund 094 Redevelopment General

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
094-0000-20006	DOWNTOWN MURAL EXPENSES SUPPL	81175	PATRICIA T. DAVIS	DOWNTOWN MURAL EXPENSES SUPPLIES	586.84	
094-0000-31001	LEGAL FEES-GENERAL MATTERS	81177	TAUBER LAW OFFICE PC	LEGAL FEES- GENERAL MATTERS	3,781.00	
094-0000-31003	FINANCIAL SERVICES-2019	80900	SEH OF INDIANA, LLC	FINANCIAL SERVICES-2019	7,752.50	30809
094-0000-31003	BEAUTIFICATION PROJECTS	81171	NES ENGINEERING, INC.	BEAUTIFICATION PROJECTS	393.21	
094-0000-31003	SUPPLEMENTAL 2019 FINANCIAL S	81176	SEH OF INDIANA, LLC	SUPPLEMENTAL 2019 FINANCIAL SERVI	3,993.00	
094-0000-34023	HEALTH INS	81116	TOWN OF HIGHLAND INS FUND	HEALTH/LIFE INS PREM REDEV 2019 J	1,854.07	
094-0000-35008	LIFE INS	81116	TOWN OF HIGHLAND INS FUND	HEALTH/LIFE INS PREM REDEV 2019 J	13.12	
094-0000-35008	UTILITIES-2821 JEWETT-THRU 6/2	81172	NORTHERN IN PUBLIC SERVICE	UTILITIES-2821 JEWETT-THRU 6/24/1	176.16	
094-0000-39001	2019 PARTNERSHIP PACKAGE	81169	NORTHERN IN PUBLIC SERVICE	UTILITIES-2821 JEWETT-THRU 6/24/	92.16	
094-0000-39035	DOWNTOWN MURAL ARTIST STIPEND	81174	LK CO CONVENTIVISTRS BUREAU/	2019 PARTNERSHIP PACKAGE	510.00	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	80908	PATRICIA T. DAVIS	DOWNTOWN MURAL ARTIST STIPEND	1,075.00	30812
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	80908	PAYROLL ACCOUNT	6/21 PRL D/S TRANSFER REDEVELOPME	4,926.25	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	81144	PAYROLL ACCOUNT	7/SEPR D/S TRANSFER REDEVELOPMENT	4,868.60	30914
Total For Dept 0000					30,021.91	
Total For Fund 094 Redevelopment General					30,021.91	

Fund 096 Redevelopment Capital

096-0000-31007	SIGNS-2605 CONDIT	81168	KATHY J FOX	SIGNS- 2605 CONDIT	10.32	
096-0000-31019	IND BLVD LANDSCAPING PHASE 2	81178	DEAN'S LAMN & LANDSCAPING I	IND BLVD LANDSCAPING PHASE 2	15,619.48	
096-0000-39040	COMMUNITY GARDEN SHED & HOSE	81170	MENARDS CORP - SCHERRERVILLE	COMMUNITY GARDEN SHED & HOSE REEL	507.99	
Total For Dept 0000					16,137.79	
Total For Fund 096 Redevelopment Capital					16,137.79	

07/09/2019 03:07 PM
User: DMJ
DB: Highland

INVOICE GL DISTRIBUTION P-TRT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 9/2019 - 07/16/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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

Fund Totals:

Fund 094 Redevelopment General 30,021.91
Fund 096 Redevelopment Capital 16,137.79
46,159.70

