

**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION MINUTES  
MONDAY, AUGUST 19, 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 7:15 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; Pat Krull, School Town of Highland Commissioner and Kathy DeGuilio-Fox, Redevelopment Director.

*Also Present:* Ed Dabrowski, IT Consultant; Larry Kondrat, Board of Waterworks; Richard Underkofler, Highland Tree Advisory Board; John Talbot, Weaver Consultants Group; Tony Belmonte, Belmonte Family Limited Partnership; Roger Sheeman, Highland resident and Robin Carlascio, Idea Factory.

**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. Municipal Lot, Bike Trail and Depot Project:** Ms. DeGuilio-Fox introduced John Talbot, Weaver Consultants Group and reminded Commissioners that John was the engineer on the municipal lot project. Mr. Talbot was in attendance in order to present an update on the municipal lot project. Ms. DeGuilio-Fox briefly recapped the project. John Talbot provided a brief history of the project by reviewing the project site at the SW corner of Kennedy and Highway Avenues. Mr. Talbot talked about how the project was value engineered in order to drive costs down and complete a project that provides a much needed upgrade to an area of town that is focused in the center of the downtown. The project will also add several new and upgraded amenities to the downtown. John also reported on the discussions and progress with NIPSCO. Approval to complete the project on the NIPSCO right-of-way, as designed, has been received from NIPSCO and a license agreement is pending review by the Redevelopment attorney. Approximately fifteen contractors have been contacted to build up interest in the project. Questions were asked and discussion ensued.
- 3. 2936 Highway Avenue Update:** The exterior façade is fully completed. The interior improvements underway for the new Maria's Buena Cocina is nearly completed. All work and inspections should be completed soon. Maria plans to open early in September.
- 4. Humane Indiana Owl:** Ms. DeGuilio-Fox advised she has spoken with John Bach and Chief Timmer about relocating the owl to the front grassy area of the main fire station on Highway Avenue. Public Works will move it and secure it to the concrete for display.
- 5. Lincoln Center Tree:** Ms. DeGuilio-Fox advised it was brought to her attention that there is an old tree that needs to be removed from the Lincoln Center grounds due to the failing health of the tree. However, some residents would like it saved. Alex Brown and Mark Knesek have discussed what could be done with it. The suggestion was made to remove the top of the tree and then create a sculpture out of the remaining trunk. Discussion ensued. The Commissioners asked that Redevelopment look into the cost of hiring a sculptor. Ms. DeGuilio-Fox commented that if a sculpture is done Alex prefers

something with a nature-based subject be done. Commissioner Vassar suggested he follow up with Alex and the Parks Board on the matter.

6. **Bult Oil Property:** Ms. DeGuilio-Fox advised that the EPA has completed their work and IDEM has been contacted. The outcome of that discussion is that there are several requirements the state has including receiving a Comfort Letter so the future owner has some assurances. Ms. DeGuilio-Fox advised she has started to work on that and will move forward as necessary. She commented that EPA was wonderful to work with and completed Phase I and Phase II studies with no charge to the Town.

7. **Comments from the Commissioners:** No comments from the Commissioners.

There being no further business, the August 19, 2019 study session of the Highland Redevelopment Commission was adjourned at 7:35 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION  
PUBLIC MEETING MINUTES  
MONDAY, AUGUST 19, 2019**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on August 19, 2019 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Zemen called the meeting to order at 7:35 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; Pat Krull, School Town of Highland Commissioner and Kathy DeGuilio-Fox, Redevelopment Director were present.

*Also present:* Ed Dabrowski, IT Consultant; Larry Kondrat, Board of Waterworks; Richard Underkofler, Highland Tree Advisory Board; John Talbot, Weaver Consultants Group; Tony Belmonte, Belmonte Family Limited Partnership; Roger Sheeman, Highland resident and Robin Carlascio, Idea Factory.

**Minutes of the Previous Meetings:** Commissioner Dan Vassar moved to approve the minutes of the Study Session and Public meeting of July 15, 2019 and the minutes of the Study Session of August 5, 2019. Commissioner Michael Griffin 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:**

1. Roger Sheeman, 9735 Wildwood Court, Highland questioned how much of the 2019 budget for acquisition of property has been expended to date. He was advised that none of the budget to date has been expended however the Commission is looking at several properties. Mr. Sheeman also questioned the expense report and why the commission paid for two appraisals on properties located at 2811 Jewett and 2821 Jewett. He was advised that State of Indiana statute requires that a redevelopment commission obtain two appraisals on properties.
2. Larry Kondrat, 8115 E. 4<sup>th</sup> Place, Highland questioned the Accounts Payable docket in regard to The Huntington National Bank Redevelopment District Bond Series payments in the amount of \$105,000 and \$11,733.75. He was advised that one was for the special taxing district bond from several years ago related to several projects and the other is an interest payment on the same bond. Mr. Kondrat also questioned payments to Tina Rongers, Karnerblue Era, LLC and Tracy Cross & Associates. He was advised that the payments to Tina Rongers were approved as part of a consultant agreement for downtown development, including grant writing, and that the payment to Tracy Cross was for a housing study. Mr. Kondrat also commented that he had never heard about a theatre or physician's office planned for the southwest corner of Kennedy and Highway Avenues. He was advised that the original concept for the corner was presented at a meeting months ago however it was only a concept. And, as he heard from Mr. Talbot, the concept was not developed into a plan except for what is currently underway. Mr. Kondrat also asked how he gets a map of where all the allocation areas are located. He was advised that he may request that information by submitting a formal request for public information through the Clerk-Treasurers

office. An audience member commented that they had received that information several months prior during a meeting of the Redevelopment Commission.

There were no further comments written or spoken.

**Communications:** None

**Unfinished Business and General Orders:** None

**New Business:**

1. **Consideration of Resolution 2019-25: A Resolution of the Redevelopment Commission Adopting Rules and Regulations Pursuant to its Authority Under IC 36-7-14-8(c).** Ms. DeGuilio-Fox reminded the Commissioners that some time ago they had requested the Redevelopment Commission pass a resolution allowing them to move directly from the study session into a public meeting without delay should the study session adjourn prior to 7:30 pm, and that this resolution does that. Commissioner Wagner moved to adopt Resolution 2019-25. The motion was seconded by Commissioner Griffin. Upon a roll call vote there were five affirmatives and no negatives. The motion passed.
2. **Consideration of Resolution 2019-26: A Resolution of the Highland Redevelopment Commission to Approve the Transfer of Appropriation Balances form among Major Budget Classifications in the Redevelopment General Fund as Requested by the Department Head and Forwarded to the Redevelopment Commission for its Action Pursuant to IC 6-1.1-18-6.** Commissioner Wagner moved to adopt Resolution 2019-26. The motion was seconded by Commissioner Herak. Upon a roll call vote there were five affirmatives and no negatives. The motion passed.
3. **Consideration of Resolution 2019-27: A Resolution of the Highland Redevelopment Commission to Provide Reimbursement to Antonio Belmonte, The Belmonte Family Limited Partnership, for a Commercial Property Façade Improvement Grant of Property Located at 2907 Jewett Street.** Ms. DeGuilio-Fox advised that this property has been vacant for some time and in need of repair, previously owned by an insurance and most recently a CPA firm. The Belmonte family has purchased the property and plans to open an Italian restaurant at the location. She further advised that the Belmonte family currently owns Giuseppe's Italian Restaurant in Schererville and for many years in Lansing. She acknowledged that Mr. Belmonte was in the audience. Commissioner Wagner moved to approve Resolution 2019-27. The motion was seconded by Commissioner Griffin. Upon a roll call vote there were five affirmatives and no negatives. The motion passed. Mr Belmonte was welcomed and given the opportunity to comment. He advised that they are working on concepts for the new Highland restaurant and are the North American distributor for numerous Italian products. They are working with Passione di Sofi to become the North American training center and distributor of their products. Passione di Sofi has several restaurants across Italy and create Neapolitan street food products. Mr. Belmonte went on to comment about his other work with Passione di Sofi and why he chose downtown Highland for his newest operations. He applauded Highland for their Redevelopment efforts and wanted to be a part of it.
4. **Consideration of Resolution 2019-28: A Resolution of the Highland Redevelopment Commission to Provide a Reimbursement to Bill Les, Les Café Pancake House, for a Commercial Property Façade Improvement Grant of Property Located at 2708-2710 Highway Avenue.** Commissioner Wagner moved to approve Resolution 2019-27. The motion was seconded by Commissioner Griffin. Upon a roll call vote there were five affirmatives and no negatives. The motion passed. Ms. DeGuilio-Fox advised that the grant was contingent upon the design plans meeting code for materials appropriate for an exterior in the overlay district. She commented that currently there is

a higher percentage of EFIS shown on the drawings and that the Les family and architect is working with Ken to meet the required code to have no more than 25% of this particular material on the façade.

**Action to Pay Accounts Payable Vouchers:** Commissioner Herak made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period July 17, 2019 through August 20, 2019 and the payroll dockets for July 19, 2019 and August 2, 2019 as presented, in the amount of \$168,724.12. Commissioner Wagner seconded the motion. Upon a roll call vote the motion passed with four affirmative votes and no negatives. Commissioner Griffin abstained.

**Vendors Accounts Payable Docket:**

Redevelopment General Fund, \$19,326.41; Redevelopment Capital Fund, \$7,364.00;  
Redevelopment Bond & Interest Fund, \$116,733.75; Cardinal Campus Allocation Fund, \$7,979.03.  
Total: \$168,724.12.

**Payroll Docket for Payday of July 19, 2019 and August 2, 2019: Redevelopment Department: Total Payroll: \$7,993.60.**

**Business from the Commissioners: None**

**Next Meeting:** The next full Study Session scheduled for September 2, 2019 has been cancelled due to the Labor Day Holiday. The next Public Meeting is scheduled for September 16, 2019 to convene immediately following the study session. 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, September 5, 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 Herak seconded the motion. Upon a voice vote, the motion passed. The August 19, 2019 public meeting of the Highland Redevelopment Commission was adjourned at 7:53 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

TOWN OF HIGHLAND  
REDEVELOPMENT COMMISSION  
RESOLUTION NO. 2019-25

A RESOLUTION OF THE REDEVELOPMENT COMMISSION ADOPTING RULES AND REGULATIONS PURSUANT TO ITS AUTHORITY UNDER IC 36-7-14-8(c) AND (g).

WHEREAS, The Town of Highland has established a Redevelopment Department governed by the provisions of IC 36-7-14 et seq, enabled and locally adopted by Chapter 14.10 of the Highland Municipal Code;

WHEREAS, The Redevelopment Commission is empowered to adopt the rules and bylaws it considered necessary for the proper conduct of their proceedings, the carrying out of their duties, and the safeguarding of the money and property placed in their custody, pursuant to IC 36-7-14-8 (g) and Section 14.10.060(C) of the Highland Municipal Code;

WHEREAS, The Redevelopment Commission by rule or resolution may further prescribe the date and manner of notice of other regular or special meetings authorize the treasurer to make certain types of disbursements before the redevelopment commission's allowance and approval at its next regular meeting, pursuant to IC 36-7-14-8 subdivision (c), subdivision (g) and Section 14.10.060(F) of the Highland Municipal Code; and,

WHEREAS, The Redevelopment Commission seeks to exercise its authority under the previously described provisions and adopt rules and of the Redevelopment Commission and Department to have the force of law provided such rules are not in conflict with lawful ordinances and State law,

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

Section 1. That pursuant to its authority under IC 36-7-14-8 as adopted locally under Chapter 14.10 of the Highland Municipal Code, the Redevelopment Commission hereby approves and adopts the following Rules of the Highland Redevelopment Commission and Department, which shall read as follows:

redevelopment commission shall elect a president from its membership, which shall be the first business in order.

**Rule 1.03.02 Recording secretary.**

The Redevelopment Director (Redevelopment Executive Director) shall serve as the recording secretary of the redevelopment commission. The recording secretary shall perform the duties outlined in these rules.

**Rule 1.03.03 Presiding officer.**

The commission president shall take the chair at the hour appointed, or to which the commission shall have adjourned, and shall immediately call the members to order; whereupon, the recording secretary shall proceed to call the roll of members. If a quorum is present, the recording secretary shall so announce, and the commission shall proceed with the order of business.

**Rule 1.03.04 Quorum for conducting business.**

(A) A quorum shall consist of a majority of the entire commission, which means at least three members, pursuant to IC 36-7-14-8(h). A quorum shall be necessary to transact the business of the redevelopment commission. (Also confer with Rule 1.10.06)

(B) If no quorum is present, the commission shall not thereby stand adjourned, but the members present shall adjourn or recess the commission by a majority vote.

**Rule 1.03.05 Absence of president.**

At any meeting of the commission where a majority shall be assembled, and if the president and vice-president are absent for any reason, the secretary shall preside and call the roll, whereupon the commission shall elect a temporary chairperson from its membership.

**Rule 1.03.06 Duties of the president.**

(A) The president shall serve as the chair, shall preserve order and decorum and may speak to points of order in preference to other members, and shall decide all questions of order subject to appeal.

(B) If the president refuses to allow the commission members to exercise their right to appeal a decision of the chair, the commission members may consider and pass upon the matter in spite of the chair's failure to grant them appeal.

(C) The president shall have the power to require the commission room to be cleared, or to have any disorderly person or persons ejected, in case of any disturbances or disorderly conduct which prevent the meeting from being continued in an orderly manner.

**RULES OF THE REDEVELOPMENT COMMISSION AND DEPARTMENT**

Statement of Authority: The Redevelopment Commission establishes these rules of the Redevelopment Commission and Department pursuant to its authority conferred by I.C. 36-7-14-8 and the Highland Municipal Code Chapter 14.10. These rules are subject to amendment and are effective according to the terms of these rules, provided that no rule shall be effective that is in conflict with the lawful ordinances of the Town of Highland or the laws of the State of Indiana.

Rules 1.00 - 1.02 reserved.

**RULE 1.03 ORGANIZATION AND PROCEDURES OF THE REDEVELOPMENT COMMISSION**

Rule 1.03.01 President and town executive; Vice-president; Secretary.

(A) The redevelopment commission shall select one of its members to be its president for a definite term, which may not exceed his or her term of office as a member of the redevelopment commission and which will continue until a successor is selected and qualified. The president shall preside at all meetings and perform the usual duties associated with the office.

(B) The redevelopment commission shall also select one of its members to serve as vice-president for a definite term, which may not exceed his or her term of office as a member of the redevelopment commission. The vice-president shall perform those duties outlined in these rules whenever the president shall be temporarily absent.

(C) The redevelopment commission shall also select one of its members to serve as secretary for a definite term, which may not exceed his or her term of office as a member of the redevelopment commission. The secretary shall perform those duties outlined in these rules and those usually associated with the office.

(D) The redevelopment commission shall select a president, a vice-president and a secretary at its first regular or special meeting each year on a day that is not a Saturday, Sunday or legal holiday. Should a vacancy occur in either office during the term, the redevelopment commission shall select from its membership a replacement who shall serve for the balance of the unexpired term of the vacated office.

(E) If there is no duly selected presiding officer at a meeting described these rules the secretary shall preside, call the roll, determine a quorum and chair the meeting until such time as the

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**Rule 1.03.07 Duties of commission members during meeting**

(A) While the president is stating the motion, or deciding a point of order, the members shall be seated and no member shall leave the commission room during the session without permission from the presiding officer.

(B) Every member, prior to his or her speaking, making a motion or seconding the same, shall address the presiding officer and shall not proceed with his or her remarks until recognized and named by the chair.

(C) A member so recognized by the chair shall confine himself or herself to the question under debate.

(D) No member shall speak more than once on the same question, except by permission of the chair, and then not until every other member desiring to speak shall have had an opportunity to do so.

(E) No member shall speak longer than five minutes at any one time, except by consent of the chair.

(F) While a member is speaking, no member shall hold any private discussion, nor pass between the speaker and the chair.

(G) A member, when called to order by the chair, shall thereupon discontinue speaking. The order or ruling of the chair shall be binding and conclusive, subject only to the right to appeal.

(H) Any member may appeal to the commission from a ruling of the chair and, if the appeal is seconded, the member making the appeal may briefly state his or her reason for the same, and the chair may briefly explain his or her ruling; but there shall be no debate on the appeal and no other member shall participate in the discussion. The chair shall then put the question, "Shall the decision of the chair be overruled?" Otherwise, it shall be sustained.

(I) The right of a member to address the commission on a question of personal privilege shall be limited to cases in which his or her integrity, character or motives are assailed, questioned or impugned.

**Rule 1.03.08 Seconding of motions required.**

No motion shall be put or debated in the commission or in committee unless it be seconded. When a motion is seconded, it shall be stated by the presiding officer before debate.

**Rule 1.03.09 Withdrawal of motions.**

After a resolution or a motion is stated by the president, it shall be deemed to be in the possession of the commission, but it may be withdrawn by the maker thereof with or without the consent of the commission member seconding the motion prior to the call for the vote by the president.

**Rule 1.03.10 Division of questions.**

If any question under consideration contains several distinct propositions, the commission, by a majority vote of the members present, may divide such questions.

**Rule 1.03.11 Record of motions.**

In all cases where a resolution or motion is entered in the memorandum or minutes of the meeting, the name of the member moving and seconding the same shall be entered.

**Rule 1.03.12 Vote.**

(A) The ayes and nays shall be taken upon the passage of all resolutions or orders and on all propositions to create any liability against the town, or for the expenditure or appropriation of its money, and upon any question and in all other cases at the request of any member of the commission.

When the recording secretary has commenced to call the roll of the commission for the taking of a vote by ayes and nays, all debate on the question before the commission shall be deemed concluded, and during the taking of the vote a member shall be permitted to briefly explain his or her vote and shall respond to the calling of his or her name by the recording secretary by answering "Aye" or "Nay," as the case may be.

(B) Every commission member present shall vote unless he or she has an interest in the matter, in which event he or she shall disqualify himself. If a commission member who has not disqualified himself or herself does not vote, his or her failure to vote shall, to the extent permitted by law, be construed as concurring with the majority.

(C) The president shall announce the result of the commission's vote and such votes shall be entered in the journal of the proceedings.

**Rule 1.03.13 Precedence of motion.**

When a question is before the commission, no motion shall be received, except as herein specified, and which shall have precedence in the order herein stated.

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**Rule 1.03.17 Motion to amend.**

A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be entertained. [Code 2000 B 30.54].

**Rule 1.03.18 Amendments.**

Only one amendment at a time may be offered to any question before the commission. The vote shall first be taken on the amendment and, if the amendment passes, then further amendments may be proposed. Finally, a vote shall be taken on the principal motion as finally amended.

**Rule 1.03.19 Reconsideration.**

(A) A vote or question may be reconsidered at any time during the same meeting, or at the first regular meeting held thereafter. A motion for reconsideration, once having been made and decided in the negative, shall not be renewed. A matter once having been decided and a motion to reconsider such matter having been defeated, it may nonetheless come before the commission at a future time by way of a motion to rescind or as a new motion. If the chair determines that new facts are to be presented to the commission, or that there is a likelihood that the commission will reverse its previous decision, the chair shall rule the motion in order. If a motion is continuously brought before the commission and rejected, the chair may rule its reintroduction under a motion to rescind or as a new motion to be out of order.

(B) No motion to reconsider the approval or denial of the recommendation of an advisory body required to hold public hearings shall be entertained except at the same meeting at which the original action was taken or after the matter has been referred to the advisory body for a further hearing and recommendation.

(C) A motion to reconsider must be made and seconded by members who voted on the prevailing side of the question to be reconsidered, unless otherwise provided by law; provided, however, that where a motion has received a majority vote in the affirmative, but is declared lost solely on the ground that a greater number of affirmative votes is required by statute for the passage or adoption of such motion, then in such case a motion to reconsider may be made and seconded only by those who voted in the affirmative on such question to be reconsidered, so long as the issue presented is the same, no new information is forthcoming, and the rights of third parties have not intervened.

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(A) To fix the time to which to adjourn.

(B) To adjourn.

(C) To take a recess.

(D) To raise a question of privilege.

(E) To call for the orders of the day.

(F) To lay on the table.

(G) To call for the previous question.

(H) To postpone to a certain time.

(I) To refer to committee.

(J) To amend.

(K) To postpone indefinitely.

(L) To the main motion.

**Rule 1.03.14 Undeatable motions and exceptions to order.**

The motion to adjourn or to lay on the table shall be decided without debate, and the motion to fix the time to which to adjourn and the motion to adjourn shall always be in order, except:

(A) When a member is in possession of the floor.

(B) When the roll call votes are being called.

(C) While the members are voting.

(D) When adjournment was the last preceding motion.

(E) When it has been decided that the previous question shall be taken.

**Rule 1.03.15 Motion to adjourn.**

A motion to adjourn cannot be amended; but a motion to adjourn to a given day or time shall be open to amendment and debate.

**Rule 1.03.16 Motion to postpone indefinitely.**

When a question is postponed indefinitely, it shall not be taken up again before the next regular meeting.

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**Rule 1.03.20 Visitors and petitioners.**

Except during the time allotted for public discussion and comments, no person, other than a member of the commission, shall address that body, except with the consent of a majority of the members present.

**Rule 1.03.21 Reports, communications, petitions, and the like.**

All communications, reports, petitions or any other papers addressed to the commission shall be made available to the recording secretary prior to the meeting. The recording secretary shall endeavor to distribute copies or read such material to the members of the commission.

**Rule 1.03.22 Adoption of Robert's Rules of Order, Revised.**

The rules of parliamentary practice comprised in the published edition of Robert's Rules of Order, newly revised 11th Edition, shall govern the commission in all cases to which they are applicable and in which they are not inconsistent with the ordinances of the town including these rules, or the statutes of the state. [Amended during 2012 recodification. Code 2000 B 30.59].

**Rule 1.03.23 Temporary suspension of rules ; Amendment of rules.**

(A) The redevelopment commission shall have the authority to make rules by resolution that are in addition to those set forth in this code to govern its meetings or to manage the business that comes before it.

(B) Except for those set forth by ordinance or in this code, the rules of the commission described in this section may be temporarily suspended, altered or amended, by concurrence of a majority vote of all the commission members then in office. [Ord. 1677 B 4, 2018].

**Rule 1.04 reserved**

**RULE 1.05 RESOLUTIONS AND ACTIONS OF THE REDEVELOPMENT COMMISSION**

**Rule 1.05.01 Majority vote ; When required.**

(A) A requirement that a resolution or other action of the redevelopment commission be passed by a majority vote means at least a majority vote of all the appointed members, meaning three or more commissioners concurring, pursuant to IC 36-7-14-8(h).

(B) A majority vote of the redevelopment commission is required to pass resolution unless a greater vote is required by statute.

**Rule 1.05.02 Two-thirds vote ; When required.**

A requirement that an ordinance, resolution, or other action of the redevelopment commission be passed by a two-thirds vote means at

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least a two-thirds vote of all the appointed members, meaning four or more members concurring.

**Rule 1.05.03 Date of adoption.**

An order, or resolution passed by the redevelopment commission is considered adopted when it is signed by the president of commission and countersigned by the secretary of the commission.

**Rule 1.05.04 Record of resolutions.**

(A) Within a reasonable time after an order or resolution of the redevelopment commission is adopted, the recording secretary shall record it in a book kept for that purpose. The record must include:

- (1) The signature of the president of commission;
- (2) The attestation of the recording secretary; and
- (3) The date of each recorded item.

(B) The record or a certified copy of it constitutes presumptive evidence of the adoption of the resolution.

Rules 1.06 -- 1.09 reserved

**RULE 1.10 NOTICE AND RECORDS OF THE MEETINGS OF THE REDEVELOPMENT COMMISSION; EXECUTIVE SESSIONS**

**Rule 1.10.01 Open meetings.**

(A) Except as provided in Rule 1.10.02, all meetings of the redevelopment commission must be open at all times for the purpose of permitting members of the public to observe and record them.

(B) A secret ballot vote may not be taken at a meeting.

**Rule 1.10.02 Executive sessions.**

(A) As used in this section, "public official" means a person:

- (1) Who is a member of a governing body of a public agency; or
- (2) Whose tenure and compensation are fixed by law and who executes an oath.

(B) Executive sessions may be held only in the following instances:

- (1) Where authorized by federal or state statute.

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(8) When considering the appointment of a public official, to do the following:

- (a) Develop a list of prospective appointees.
- (b) Consider applications.
- (c) Make one initial exclusion of prospective appointees from further consideration.
- (d) Notwithstanding IC 5-14-3-4(b)(12), the redevelopment commission may release and shall make available for inspection and copying in accordance with IC 5-14-3-3 identifying information concerning prospective appointees not initially excluded from further consideration. An initial exclusion of prospective appointees from further consideration may not reduce the number of prospective appointees to fewer than three unless there are fewer than three prospective appointees. Interviews of prospective appointees must be conducted at a meeting that is open to the public.

(C) A final action must be taken at a meeting open to the public.

(D) Public notice of executive sessions must state the subject matter by specific reference to the enumerated instance or instances for which executive sessions may be held under this rule and IC 5-14-1.5-6.1(b). The requirements stated in Rule 1.10.05 for memoranda and minutes being made available to the public is modified as to executive sessions in that the memoranda and minutes must identify the subject matter considered by specific reference to the enumerated instance or instances for which public notice was given. The redevelopment commission shall certify by a statement in the memoranda and minutes of the redevelopment commission that no subject matter was discussed in the executive session other than the subject matter specified in the public notice.

(E) The redevelopment commission may not conduct an executive session during a meeting, except as otherwise permitted by applicable statute. A meeting may not be recessed and reconvened with the intent of circumventing this rule.

**Rule 1.10.03 Notice of meetings.**

(A) Public notice of the date, time, and place of any meetings, executive sessions, or of any rescheduled or reconvened meeting shall be given at least 48 hours (excluding Saturdays, Sundays, and legal holidays)

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(2) For discussion of strategy with respect to any of the following:

- (a) Collective bargaining.
- (b) Initiation of litigation, or litigation that is either pending or has been threatened specifically in writing.
- (c) The implementation of security systems.
- (d) The purchase or lease of a real property transaction including: (i) a purchase; (ii) a lease as lessor; (iii) a lease as lessee; (iv) a transfer; (v) an exchange; or (vi) a sale; by the governing body up to the time a contract or option to purchase or lease is executed by the parties. This clause does not affect the town's duty to comply with any other statute that governs the conduct of the real property transaction, including but not limited to IC 36-1-10 or 36-1-11.

(3) Interviews with industrial or commercial prospects or agents of industrial or commercial prospects by the Department of Commerce, the State Development Finance Authority, the Film Commission, or the State Business Modernization and Technology Corporation.

(4) To receive information about and interview prospective employees.

(5) With respect to any individual over whom the redevelopment commission has jurisdiction:

- (a) To receive information concerning the individual's alleged misconduct; and
- (b) To discuss, before a determination, the individual's status as an employee, a student, or an independent contractor who is a physician.

(6) For discussion of records classified as confidential by state or federal statute.

(7) To discuss a job performance evaluation of individual employees. This subsection does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.

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before the meeting. This requirement does not apply to reconvened meetings (not including executive sessions) where announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes thereof, and there is no change in the agenda.

(B) Public notice shall be given by the redevelopment commission by:

- (1) Posting a copy of the notice at the principal office of the redevelopment commission, or if no such office exists, at the building where the meeting is to be held; and
- (2) Depositing in the United States mail with postage prepaid or by delivering notice to all news media which deliver by January 1st an annual written request for such notices for the next succeeding calendar year to the redevelopment commission.

(C) Notice of regular meetings need be given only once each year, except that an additional notice shall be given where the date, time, or place of a regular meeting or meetings is changed. This subsection does not apply to executive sessions.

(D) If a meeting is called to deal with an emergency involving actual or threatened injury to person or property, or actual or threatened disruption of the governmental activity under the jurisdiction of the redevelopment commission by any event, then the time requirements of notice under this section shall not apply, but:

- (1) News media which have requested notice of meetings must be given the same notice as is given to the members of the redevelopment commission; and
- (2) The public must be notified by posting a copy of the notice according to this section.

(E) This section shall not apply where notice by publication is required by statute, ordinance, rule, or regulation.

(F) Notice has not been given in accordance with this section if the redevelopment commission convenes a meeting at a time so unreasonably departing from the time stated in its public notice that the public is misled or substantially deprived of the opportunity to attend, observe, and record the meeting. (IC 5-14-1.5-5)

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**Rule 1.10.04 Agenda.**

(A) The redevelopment commission, when utilizing an agenda, shall post a copy of the agenda at the entrance to the location of the meeting prior to the meeting. A rule, regulation, resolution or other final action adopted by reference to agenda number or item alone is void. (IC 5-14-1.5-4(a))

(B) The agenda of the redevelopment commission regular meeting shall possess the following elements:

- (1) The agenda shall describe whether or not the meeting is a regular, special or adjourned meeting.
- (2) It shall state the date, day, year and time of the meeting.
- (3) It shall include the names of the members of the redevelopment commission, listed in alphabetical order.

(C) The agenda of the redevelopment commission regular meeting shall possess the orders of business as may be applicable and agreed upon by the Redevelopment Director and the President of the Commission.

(D) The agenda of any redevelopment commission special meeting shall possess the such orders of business as may be applicable.

(E) The agenda of any regular or special meeting shall be prepared by the recording secretary. The redevelopment commission president shall review and may approve matters for placement on the agenda. The agenda prepared according to this section shall be deemed to be fixed and will not require further action by the redevelopment commission. The agenda may be amended by a two-thirds vote of the entire redevelopment commission.

(F) The recording secretary is authorized to establish filing deadlines for matters to be placed on the agenda of a particular meeting. The redevelopment commission shall reserve the authority to modify any deadline except where filing is governed by law

**Rule 1.10.05 Minutes.**

(A) As the meeting progresses, the following memoranda shall be kept:

- (1) The date, time, and place of the meeting.
- (2) The members of the redevelopment commission recorded as either present or absent.

the redevelopment commission president calls the plenary meeting to regular order.

(3) Study sessions shall be distinguished from plenary meetings as they shall be conducted with less formality and with no votes or final actions of a dispositive nature unless provided otherwise by proper notice, pursuant to IC 5-14-1.5 et seq.

(4) Special meetings shall be convened at a different time and date from the regular plenary meetings or study sessions to consider and act upon only one or more items as set forth in the notice and call of the meeting.

(5) An adjourned meeting is a meeting convened as a continuation of a meeting which preceded it and at which the items of business were not able to be completed. The adjourned meeting shall take up at the point where the previous meeting ended, addressing the business remaining from the prior meeting and be confined only to those matters, unless special notice is provided under IC 5-14-1.5 et seq.

(6) An executive session is a meeting from which the public is barred from attending to record and observe and may only be convened according to the provisions and purposes set forth in IC 5-14-1.5-6.1.

(B) Except as otherwise provided herein, the redevelopment commission shall hold regular plenary meetings on the third Monday of each month, which shall begin at 7:00 p.m.

(C) Except as otherwise provided herein, the redevelopment commission shall hold study sessions on the first Monday of each month, which shall begin at 7:00 p.m.

(D) Redevelopment commission plenary meetings or study sessions may be canceled by a majority vote of the redevelopment commission or by direction of the redevelopment commission president.

(E) Redevelopment commission plenary meetings may be rescheduled by a two-thirds vote of the appointed members of the redevelopment commission.

(F) The redevelopment commission shall have the authority to hold such other meetings, as described in this section as it may deem necessary or desirable provided such meetings be held pursuant to IC 5-14-1.5 et seq.

(3) The general substance of all matters proposed, discussed, or decided.

(4) A record of all votes taken, by individual members if there is a roll call.

(5) Any additional information required under IC 5-1.5-2-2.5 or 20-12-63-7.

(B) The memoranda are to be available within a reasonable period of time after the meeting for the purpose of informing the public of the redevelopment commission's proceedings. The minutes, if any, are to be open for public inspection and copying. (IC 5-14-1.5-4(b) and (c))

**Rule 1.10.06 Quorum.**

A majority of all the appointed members of the redevelopment commission constitutes a quorum, which shall mean at least three, pursuant to IC 36-7-14-8(h).

Rules 1.11 - 1.14 reserved

**RULE 1.15 MEETINGS OF THE REDEVELOPMENT COMMISSION**

**Rule 1.15.01 Meetings of the redevelopment commission.**

(A) The types of meetings that may be convened by the redevelopment commission include regular plenary meetings, special meetings, executive sessions, adjourned meetings, and regular study sessions.

(1) What constitutes a meeting shall be governed by IC 5-14-1.5-2 and this rule.

(2) Plenary meetings shall be convened based upon an established standing day and time, at which matters are brought before the redevelopment commission either by its specific action or by an agenda assembled according to these rules, for its consideration and possible dispositive action. These meetings will be conducted with the customary formality associated with such meetings according to the prevailing law and the selected parliamentary authority. However, the redevelopment commission may employ at the beginning of each meeting a review period to consider the agenda and discuss matters that are necessary or desirable. When doing so, the commission may employ the same degree of informality and legislative conduct associated with study sessions. This review period ends when

(C) The redevelopment commission, when necessary or desirable, shall hold executive sessions pursuant to IC 5-14-1.5-6.1 and HMC 2.05.170 only for the purposes authorized therein.

(H) The recording secretary shall memorialize the proceedings of all meetings pursuant to IC 5-14-1.5 et seq., and these rules.

Rules 1.16 - 1.99 reserved

Rule 2.00 reserved

**RULE 2.01 FINANCE AND ADMINISTRATION OF THE REDEVELOPMENT DEPARTMENT**

**Rule 2.01.01 Fiscal Administration of the Department.**

(A) The clerk-treasurer as the fiscal officer of the Town of Highland is the treasurer of the redevelopment commission. Notwithstanding any other provision of these rules, but subject to subsection I.C. 36-7-14-8(c), the treasurer has charge over and is responsible for the administration, investment, and disbursement of all funds and accounts of the redevelopment commission in accordance with the requirements of state laws that apply to other funds and accounts administered by the fiscal officer. (See IC 36-7-14-8)

(B) The treasurer shall report annually to the redevelopment commission before April 1. The redevelopment director shall prepare the report with the cooperation of the treasurer. (See IC 36-7-14-8)

(C) The treasurer performing these duties is not entitled to any compensation in addition to that paid the officer by the unit. (See IC 36-7-14-8)

(D) The treasurer of the redevelopment commission may disburse funds of the redevelopment commission only after the redevelopment commission allows and approves the disbursement, except for those authorized to be paid in advance of commission allowance by Rule 2.07.

**Rule 2.01.02 Funds of the redevelopment department**

(A) The funds of the redevelopment department must be accounted for separately by the Town of Highland and the daily balance of the funds must be maintained in a separate ledger statement.

- (B) Except as provided in subsection (B), all funds designated as redevelopment commission funds must be accessible to the redevelopment commission at any time.
- (C) The amount of the daily balance of redevelopment commission funds may not be below zero (0) at any time.
- (D) The funds may not be maintained or used in a manner that is intended to avoid the waiver procedures and requirements for Town of Highland and the redevelopment commission under subsection (B).
- (E) If the fiscal body of the Town of Highland determines that it is necessary to engage in short term borrowing until the next tax collection period, the fiscal body of the Town of Highland may request approval from the redevelopment commission to waive the requirement in subsections (B) and (D) of the Rule. In order to waive the requirement under subsections (B) and (D) of the Rule, the fiscal body of the unit and the redevelopment commission must adopt similar resolutions that set forth:
- (1) the amount of the funds designated as redevelopment commission funds that are no longer accessible to the redevelopment commission under the waiver; and
  - (2) an expiration date for the waiver.

If a loan is made to a unit from funds designated as redevelopment commission funds, the loan must be repaid by the unit and the funds made accessible to the redevelopment commission not later than the end of the calendar year in which the funds are received by the unit.

- (F) Subsections (B), (D) and (E) of the Rule do not restrict transfers or uses by a redevelopment commission made to meet commitments under a written agreement of the redevelopment commission that was entered into before January 1, 2016, if the written agreement complied with the requirements existing under the law at the time the redevelopment commission entered into the written agreement.

Rules 2.01.03 to 2.01.99 reserved  
Rules 2.02 to 2.09 reserved

**RULE 2.10. ACCOUNTS PAYABLE PAYMENTS IN ADVANCE OF FORMAL ALLOWANCES**

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municipality and for which a delay of payment incurs penalties or late payment charges;

- (15) Payments for the purchase of real estate; provided, that the purchase and price has been duly authorized and approved by action of the redevelopment commission, and the purchase was executed in compliance with IC 33-24, 36-1-10.5, 36-7, 36-9 or 36-10 and other relevant laws;
  - (16) Transfers or temporary loans in consequence of cash flow needs, provided, in all cases, that the transfer has been duly authorized and approved by action of the redevelopment commission;
  - (17) Payments made in consequence of or associated with a fund development project or a promotional program related to economic development or redevelopment, provided the project or program has been properly approved by the redevelopment commission;
  - (18) Payments made to employees' health savings accounts by the municipality as employer;
  - (19) Charges or fees for services provided by an authorized public depository employed by the municipality;
  - (20) Registration fees for conferences, workshops or training conducted by associations organized to support municipal government or entities engaged in training or providing workshops relevant to public administration generally or particularly in the functional areas of the local government;
  - (21) Authorized or approved releases of retainage from the capital projects retainage agency fund;
  - (21) Payments that must be paid because of emergency circumstances;
  - (22) Payments made for electronic and online payment processing services in support of utility, parks and recreation and other public services of the municipality.
- (B) Voucher Required. Each payment of expenses outlined in subsection (A) of this section must be supported by a fully itemized accounts payable voucher.

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**Rule 2.10.01 Authorized payments by the town clerk-treasurer as redevelopment treasurer.**

(A) Authorized Expenses. The redevelopment commission approves and authorizes payments to be made by the clerk-treasurer as treasurer of the commission in advance of formal allowance by the redevelopment commission or other board or commission of jurisdiction for the following types of expenses:

- (1) Property or services purchased or leased from: (a) The United States government; or (b) An agency or political subdivision of the United States government; or (c) The government of the state of Indiana; or (d) An agency or department or branch of the government of the state of Indiana, including a body politic and corporate of the state;
- (2) License fees or permit fees;
- (3) Insurance premiums;
- (4) Utility payments or utility connection charges;
- (5) Federal grant programs if: (a) Advance funding is not prohibited; or (b) The contracting party provides sufficient security for the amount advanced;
- (6) Grants of state funds authorized by statute;
- (7) Maintenance agreements or service agreements;
- (8) Lease agreements or rental agreements;
- (9) Principal and interest payments on bonds;
- (10) Payroll;
- (11) State, federal, or county taxes;
- (12) Payments made for property management services provided the payments are made in consequence of an agreement approved by the Redevelopment Commission;
- (13) Refunds;
- (14) Payments to such vendors or service providers, public or private, which have provided services or goods to the

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(C) Timely Review. The redevelopment commission as the body having jurisdiction over allowance of the accounts payable voucher shall review and allow the payment at the commission's next regular or special meeting following the preapproved payment of the expense.

(D) Payments for any of the expenses described in this rule may be made by electronic fund transfer, wire or automated clearing house, pursuant to Chapter 3.25 HMC, provided this is authorized by the redevelopment treasurer.

Rules 2.11 to 100.99 reserved

Section 2. That the provisions of this resolution shall be effective upon the passage and adoption of this resolution.

Section 3. That the Clerk-Treasurer is hereby authorized to extract this resolution in its substantive parts and take steps that they be compiled into a complete and simplified version, excluding the resolution's preambles or formal recitals, and placed in the Rules and Regulations Section of the Highland Municipal Code.

DULY RESOLVED and ADOPTED this 19th Day of Aug, 2019 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.

  
BERNICE ZEMEN  
of the TOWN of HIGHLAND, INDIANA  
Bernice Zemen President

  
Secretary

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RESOLUTION 2019-26

THE TOWN OF HIGHLAND  
HIGHLAND REDEVELOPMENT COMMISSION

AN EXIGENT RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION TO APPROVE THE TRANSFER OF APPROPRIATION BALANCES FROM AND AMONG MAJOR BUDGET CLASSIFICATIONS IN THE REDEVELOPMENT GENERAL FUND AS REQUESTED BY THE DEPARTMENT HEAD AND FORWARDED TO THE REDEVELOPMENT COMMISSION FOR ITS ACTION PURSUANT TO IC 6-1.1-18-6

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is not necessary to transfer certain appropriations into different categories then were initially appropriated for the various functions of the **Redevelopment General Fund**;

NOW THEREFORE BE IT HEREBY RESOLVED by the Highland Redevelopment Commission, Lake County, Indiana:

**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 it 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:

REDEVELOPMENT GENERAL FUND

Reduce Account:

#094-0000-20006 Main Street Supplies – GS	\$ 875.00
<i>Total 200 Series Reductions:</i>	<b>\$ 875.00</b>

Increase Amount:

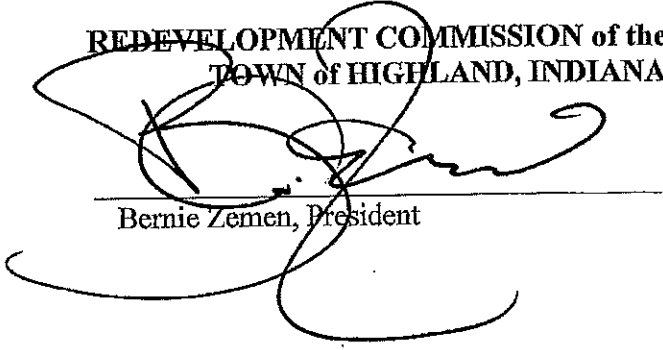
#094-0000-39035 OCRA Public Art Program	\$ 875.00
<i>Total 300 Series Increases:</i>	<b>\$ 875.00</b>

**Total of Fund Decreases:** \$ 875.00

**Total of Fund Increases:** \$ 875.00

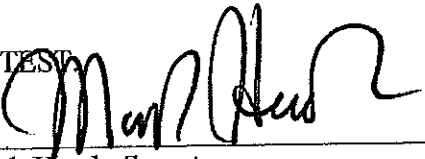
DULY RESOLVED and ADOPTED this 19<sup>th</sup> Day of August, 2019 by the Highland Redevelopment Commission, Lake County, Indiana, having passed by a vote of 5 in favor and 0 opposed.

REDEVELOPMENT COMMISSION of the  
TOWN of HIGHLAND, INDIANA



\_\_\_\_\_  
Bernie Zemen, President

ATTEST



\_\_\_\_\_  
Mark Herak, Secretary

**Resolution No. 2019-27**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT  
COMMISSION TO PROVIDE REIMBURSEMENT TO ANTONIO  
BELMONTE, THE BELMONTE FAMILY LIMITED PARTNERSHIP,  
FOR A COMMERCIAL PROPERTY FACADE IMPROVEMENT GRANT  
OF PROPERTY LOCATED AT 2907 JEWETT STREET**

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 2019 budget approved the Commercial Property Improvement Grant Program which is intended to provide financial assistance for significant commercial property 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, Antonio Belmonte of The Belmonte Family Limited Partnership has applied for a grant totaling **\$135,514.00**, of which a not to exceed **30%**, or **\$40,654.20**, to be reimbursed upon completion of the work with approved receipts would exceed the allowed maximum award of **\$40,000.00**; and

WHEREAS, the Commission through its Commercial Property Improvement Grant Program Guidelines reserves the right to award a maximum grant of \$40,000.00 for any individual application submitted.

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 **Antonio Belmonte of The Belmonte Family Limited Partnership**; for a Commercial Property Facade Improvement Grant for property located at **2907 Jewett Street**.
2. The total project cost applied for is **\$135,514.00** as designated by the lesser of the two contractors work estimates submitted as supporting documentation to the application.
3. That the Commission acknowledges that **30%** of the total project cost, **\$40,654.20**, exceeds the customary award; and therefore
4. The Commission determines the project will be granted the maximum allowed reimbursement of **\$40,000.00**, which is less than **30% of the estimated eligible project costs**, and based upon the total project cost of **\$135,514.00**.
5. 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.
6. That this Resolution shall be in full force and effect after its adoption by the Commission.

**ADOPTED AND APPROVED** this 19th day of August, 2019 by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, having passed by a vote of 5 in favor and 0 opposed.

Highland Redevelopment Commission

By:   
Bernie Zemen, President

Attest:

By:   
Mark Herak, Secretary

**Resolution No. 2019-28**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT  
COMMISSION TO PROVIDE REIMBURSEMENT TO BILL LES, LES  
CAFÉ PANCAKE HOUSE, FOR A COMMERCIAL PROPERTY FACADE  
IMPROVEMENT GRANT OF PROPERTY LOCATED AT  
2708-2720 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 2019 budget approved the Commercial Property Improvement Grant Program which is intended to provide financial assistance for significant commercial property 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, Bill Les, Les Café Pancake House, has applied for a grant totaling **\$79,000.00**, of which a not to exceed **30%**, or **\$23,700.00**, would be reimbursed to them upon completion of the work with approved receipts.

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 Bill Les, Les Café Pancake House, for a Commercial Property Facade Improvement Grant for property located at 2708-2720 Highway Avenue.
2. The project cost applied for is **\$79,000.00** as designated by the contractors work estimates submitted as supporting documentation to the application.
3. That the Commission will provide up to and a not to exceed reimbursement of **\$23,700.00**, or **30% of the estimated eligible project costs**, and based upon the total project cost of **\$79,000.00**.
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** this 19<sup>th</sup> day of August, 2019 by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, having passed by a vote of 5 in favor and 0 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	Office Supplies	81844	OFFICE DEPOT, INC	OFFICE SUPPLIES	315.82	
094-0000-20003	MURAL FEES-2ND & HIGHWAY	81854	JESSICA HAUG	MURAL SUPPLIES- 2ND & HIGHWAY	439.72	
094-0000-31001	LEGAL FEES-GENERAL MATTERS	81846	TAUBER LAW OFFICE PC	LEGAL FEES- GENERAL MATTERS	2,508.00	
094-0000-31004	JULY MEMBERSHIP MEETING	81835	HIGHLANDGRIFFITH CHAMBER OF	JULY MEMBERSHIP MEETING	20.00	
094-0000-34043	HEALTH INS	81605	TOWN OF HIGHLAND INS FUND (	HEALTH/LIFE INS PREM REDEV 2019 A	1,854.07	31050
094-0000-35008	LIFE INS	81605	TOWN OF HIGHLAND INS FUND (	HEALTH/LIFE INS PREM REDEV 2019 A	13.12	
094-0000-35008	UTILITIES-2821 JEWETT-THRU 7/	81842	NORTHERN IN PUBLIC SERVICE	UTILITIES-2821 JEWETT-THRU 7/25/1	170.01	
094-0000-35008	UTILITIES-2821 JEWETT-THRU 7/	81843	NORTHERN IN PUBLIC SERVICE	UTILITIES-2821 JEWETT-THRU 7/25/1	89.30	
094-0000-35008	STORM-JULY/AUG-2605 CONDIT	81837	TOWN OF HIGHLAND UTILITIES	STORM-JULY/AUG- 2605 CONDIT	20.28	
094-0000-35008	STORM-JULY/AUG-8610 KENNEDY	81838	TOWN OF HIGHLAND UTILITIES	STORM-JULY/AUG-8610 KENNEDY	20.28	
094-0000-35008	STORM-JULY/AUG-8612 KENNEDY	81839	TOWN OF HIGHLAND UTILITIES	STORM-JULY/AUG-8612 KENNEDY	20.28	
094-0000-35008	STORM-JULY/AUG-8618 KENNEDY	81840	TOWN OF HIGHLAND UTILITIES	STORM-JULY/AUG- 8618 KENNEDY	81.34	
094-0000-35008	STORM-JULY/AUG- 8620 KENNEDY	81841	TOWN OF HIGHLAND UTILITIES	STORM-JULY/AUG- 8620 KENNEDY	81.34	
094-0000-39001	52 WEEK SUBSCRIPTION	81834	THE TIMES OF NW INDIANA	52 WEEK SUBSCRIPTION	122.99	31067
094-0000-39001	RAI ANNUAL DUES	81845	AIM, ACCELERATE IND MONTICIP	RAI ANNUAL DUES	125.00	
094-0000-39001	MEMBERSHIP RENEWAL	81849	NATIONAL MAIN STREET CENTER	MEMBERSHIP RENEWAL	375.00	
094-0000-39030	MUSICIAN- LAST CALL	81858	CHRISTOPHER J PETERS	MUSICIAN- LAST CALL	150.00	
094-0000-39030	MUSICIAN- LAST CALL	81855	KESTUTIS VINCAS VAIKUS	MUSICIAN-LAST CALL	150.00	
094-0000-39030	MUSICIAN- LAST CALL	81857	RODNEY GOLSON	MUSICIAN- LAST CALL	225.00	
094-0000-39030	SOUND SYSTEM- LAST CALL	81857	SOUNDS COOL LIVE AUDIO LLC	SOUND SYSTEM- LAST CALL	1,200.00	
094-0000-39030	MUSICIAN- LAST CALL	81856	TYLER MAXIMOFF	MUSICIAN- LAST CALL	150.00	
094-0000-39035	STUDENT STIPEND-2ND ST MORAL	81863	ANDREW SHARP	STUDENT STIPEND- 2ND ST MORAL	108.33	
094-0000-39035	ARTIST STIPEND-2ND ST MORAL	81861	JESSICA HAUG	ARTIST STIPEND- 2ND ST MORAL	1,075.00	
094-0000-39035	STUDENT STIPEND-2ND ST MORAL	81864	LOGAN BROCK	STUDENT STIPEND-2ND ST MORAL	108.33	
094-0000-39035	STUDENT STIPEND-2ND ST MORAL	81862	MADISON HAUG-LLOYD	STUDENT STIPEND- 2ND ST MORAL	108.34	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	81592	PAYROLL ACCOUNT	8/2 PRL D/S TRANSFER REDEVELOPME	4,868.60	31049
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	81453	PAYROLL ACCOUNT	7/19PRL D/S TRANSFER REDEVELOPME	4,926.26	30950
Total For Dept 0000					19,326.41	
Total For Fund 094 Redevelopment General					19,326.41	

Fund 096 Redevelopment Capital

Dept 0000	DOOR REPLACEMENT-2821 JEWETT	81860	CRAWFORD DOOR SALES OF L C	DOOR REPLACEMENT-2821 JEWETT	1,596.00	
096-0000-31007	LEAK REPAIR-2815 JEWETT	81836	GLUTH BROTHERS ROOFING CO,	LEAK REPAIR- 2815 JEWETT	2,568.00	
096-0000-39025	APPRAISAL-2811 JEWETT	81847	BOCHNOWSKI APPRAISAL CO	APPRAISAL- 2811 JEWETT	800.00	
096-0000-39025	APPRAISAL-2821 JEWETT	81848	BOCHNOWSKI APPRAISAL CO	APPRAISAL- 2821 JEWETT	800.00	
096-0000-39025	APPRAISALS-2811/2821 JEWETT	81859	VALE APPRAISAL GROUP	APPRAISALS-2811/2821 JEWETT	1,600.00	
Total For Dept 0000					7,364.00	
Total For Fund 096 Redevelopment Capital					7,364.00	

Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT

Dept 0000	REDEV BD PAYMENT OF PRINCIPAL	81544	THE HUNTINGTON NATIONAL BAN	REDEVELOPMENT DISTRICT BOND SERIE	105,000.00	999259
101-0000-39011	REDEV BD PAYMENT OF INTEREST	81544	THE HUNTINGTON NATIONAL BAN	REDEVELOPMENT DISTRICT BOND SERIE	11,733.75	999259
101-0000-39012						
Total For Dept 0000					116,733.75	
Total For Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT					116,733.75	

Fund 107 CARDINAL CAMPUS ALLOCATION

Dept 0000	BD PAYMENT OF INTEREST	81546	REGIONS BANK	CARDINAL CAMPUS INTEREST PAYMENT	7,979.03	999258
107-0000-39012						

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
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Fund 107 CARDINAL CAMPUS ALLOCATION  
 Dept 0000

Total For Dept 0000

7,979.03

Total For Fund 107 CARDINAL CAMPUS ALLOCATION

7,979.03

Fund	Dept	Account	Description	Ref #	Vendor	Amount
250	0000	35010	MARKETING CONSULTING	81850	GRIFFIN MARKETING SERVICES, MARKETING CONSULTING	500.00
250	0000	35010	STRATEGIC DEVELOPMENT SERVICE	81853	TINA RONGERS	5,000.00
250	0000	35010	STRATEGIC DEVELOPMENT SERVICE	81851	TINA RONGERS	5,000.00
250	0000	35010	MKT RESEARCH CONSULTING FEES	81852	TRACY CROSS & ASSOCIATES, I MKT RESEARCH CONSULTING FEES & EX	6,820.93
Total For Dept 0000						17,320.93
Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND						17,320.93

08/14/2019 12:11 PM  
User: DMJ  
DB: Highland

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
EXP CHECK RUN DATES 7/2019 - 08/20/2019  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 1/3

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

Fund Totals:

Fund 094 Redevelopment General	19,326.41	
Fund 096 Redevelopment Capital	7,364.00	
Fund 101 REDEVELOPMENT BMD & INT	116,733.75	
Fund 107 CARDINAL CAMPUS ALLOCATI	7,979.03	
Fund 250 CREDIT ECON. DEV. INCOME	17,320.93	

168,724.12