

**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION MINUTES  
MONDAY, AUGUST 20, 2018**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Monday, August 20, 2018 in the Council Chamber of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Bernie Zemen called the meeting to order at 7:10 p.m. Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director.

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

**Additional Officials Present:** Pat Krull, School Town of Highland Commissioner and Kathy DeGuilio-Fox, Redevelopment Director.

*Also Present:* Larry Kondrat, Board of Waterworks; Ed Dabrowski, IT Consultant; and Carrie Napoleon, Post Tribune were also present.

**General Substance of the Discussion**

**Review of Public Meeting Agenda:** In preparation for the Redevelopment Commission plenary meeting scheduled to follow the August 20, 2018 Study Session, the agenda was reviewed. Director DeGuilio-Fox gave a brief overview of the agenda items.

**2813 - 2815 Jewett Street Properties:** Ms. DeGuilio-Fox directed the Commissioners’ attention to the spreadsheet and roof photos in the packet. She further explained that the initial estimates were higher cost because they provided for a 60 ML TPO roof membrane and 3.5” insulation with a 30 year warranty. However, after speaking with Ken Mika and taking into consideration that the buildings may well not be standing in 30 years, perhaps reducing the TPO and insulation thickness would provide coverage as well as reduce the overall cost of the repair. He agreed that it is unnecessary for those buildings to have a 30 year warranty and approved a TPO and insulation thickness. The revised estimates reflect that by giving costs for 45 ML TPO roof membrane and 1” insulation factors with a 15-20 year warranty. Estimate totals were reviewed, noting that Gluth Brothers Roofing submitted the lowest estimate. Discussion ensued. Commissioner Herak asked if we’d received comment and pricing on reconfiguring the roof from having a combination of flat and gabled sections. Director DeGuilio-Fox reported she does not yet have that information. The Commissioners asked that Ken Mika review the estimates and provide his feedback as to how comparable the estimates are one to the other. A final decision will be made at a later date.

Director DeGuilio-Fox also commented on recent repairs on the air conditioners at 2813 – 2815 Jewett Street. An estimate was received from Siemer Heating & Air Conditioning however since recent repairs were made there have been no additional calls. Brief discussion ensued. Ms. DeGuilio-Fox will ask another local vendor to provide an estimate on new air conditioning equipment and report back at an upcoming meeting.

**Commercial Property Improvement Grant Program:** Director DeGuilio-Fox directed the Commissioners’ attention to a copy of the revised grant program included in their packet. She reminded everyone that adding the interior improvement component adds a positive aspect to the incentives we currently offer to new businesses interested in relocating to Highland. Brief discussion ensued.

**Bult Oil Property:** Ms. DeGuilio-Fox advised the Commissioners that the application submitted on behalf of the Redevelopment Commission requesting the EPA conduct a Phase I & Phase II Environmental Study has been accepted. The studies will be conducted at no charge to the Highland Redevelopment Commission. The studies will determine if contamination remains and if additional remediation is required. The EPA has appointed a contractor and a kick-off meeting is scheduled for later in the week. She also advised that she has asked the EPA/Tetra Tech Contractor to study the existing building on the property for contamination. And, in preparing for the sale and development of the property she has alerted all Town departments currently storing equipment and other materials in the "shed" that the EPA is conducting the Phase I & II in preparation for the property to be sold and that they should plan to remove their property. Discussion ensued.

**8200 Indianapolis Blvd Beautification Project:** NIES Engineering has prepared a land/site survey. Derek Snyder, NIES Engineering and Ms. DeGuilio-Fox will review and discuss the survey and potential design components later in the week. Ms. DeGuilio-Fox has initiated discussions with Dean's Landscaping. Mr. Savarino is interested in planning, constructing and maintaining the project in return for allowing him to place signage near the landscaping. Further discussion is needed prior to next steps being taken.

**Russell Construction Company:** Ms. DeGuilio-Fox advised that a meeting with the Russell design engineering team has been scheduled for August 22<sup>nd</sup>. Public works officials, park department officials and Ms. DeGuilio-Fox will meet at the Lincoln Center to review drafts of the building floor plans and exterior design components. Ms. DeGuilio-Fox advised that a Task & Approval Process Timetable for a revised Redevelopment Plan for the Highland Commercial Corridors Redevelopment Area is included in their packet of information. This is for information only at this time and will be addressed at a future date.

**Jewett Street Property Leases:** Ms. DeGuilio-Fox proposed a slight increase in the 2019 lease renewals for the current tenants of 2813 and 2815 Jewett Street. The Commissioners were reminded that a 3% increase was levied for the 2018 lease renewals. And, the Commissioners were reminded of the current monthly rental rates which are well below the standard existing commercial rate in Northwest Indiana. Discussion ensued. Ms. DeGuilio-Fox also introduced the idea of assessing each tenant for the additional space they are using in 2811 Jewett Street ("the garage") at this time. General consensus was to increase the monthly rental rate and to assess the additional space currently being used although not charge for. Ms. DeGuilio-Fox will check into the amount of space being used by both tenants in the 2811 Jewett "garage" and report back with calculations of what increases would look like.

**Main Street Bureau Report:**

- Last Call for Summer reportedly had approximately 500 attendees according to the officers who provided security at the event. By all accounts this is a positive reflection of those interested in the new event. Event improvements are already being discussed for next year, including a time change.
- Festival of the Trail booth applications are being accepted and planning for the event is well under way. The event coincides with the State of Indiana Office of Community & Rural affairs Downtown Development Week. The Highland Main Street Bureau is planning additional events to occur throughout the week and will advise OCRA of such activities.
- Christmas in July Sidewalk Sale was a big success among downtown businesses. Discussion for another one to coincide with the Festival of the Trail is underway.

Discussion ensued. Other downtown business was discussed including the recent opening of the Greene Witch. Everyone was encouraged to stop in and try one of the menu items. The owners plan to change and cultivate their menu as they learn what their customers are interested in.

Director DeGuilio-Fox mentioned the banners that were recently hung in the downtown. She advised that downtown businesses want to have a banner and asked if a process could be established so that a schedule would be planned for those who want to have a banner. She suggested that now that we have some momentum occurring it is worth supporting that momentum and offer the opportunity to all our businesses.

There being no further discussion, the August 20, 2018 Study Session of the Highland Redevelopment Commission adjourned at 7:55 p.m.

**HIGHLAND REDEVELOPMENT COMMISSION  
PUBLIC MEETING MINUTES  
MONDAY, AUGUST 20, 2018**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on August 20, 2018 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Zemen called the meeting to order at 7:55 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, and Bernie Zemen. Commissioner Steve Wagner was absent with notice. A quorum was attained.

**Additional Officials Present:** 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; and Carrie Napoleon, Post Tribune were also present.

**Minutes of the Previous Meetings:** Commissioner Dan Vassar made a motion to approve the minutes of the Study Session and Public meeting of August 6, 2018. Commissioner Michael Griffin seconded the motion. 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:** None

**Communications:** Information only.

1. Redevelopment Plan for the Highland Commercial Corridors Redevelopment Area (2018 Amendment) Task & Approval Process Timetable.
2. Redevelopment Plan for the Highland Commercial Corridors Redevelopment Area (2018 Amendment) and Exhibits.

**Unfinished Business and General Orders:** None

**New Business:**

1. **Approval of Commercial Property Improvement Grant Program Guidelines:** Commissioner Herak made a motion to approve the Commercial Property Improvement Grant Program guidelines as presented. Commissioner Griffin seconded the motion. Upon a roll call vote, the motion passed. The Commercial Property Improvement Grant Program was approved by a vote of four affirmatives and no negatives.
2. **Approval of 2813 – 2815 Jewett Street Property Repairs:** The Commissioners delayed a vote on repairs of 2813 – 2815 Jewett Street properties until additional information is provided.

**Action to Pay Accounts Payable Vouchers:** Commissioner Vassar made a motion to pay account payables as presented in the amount of \$142,223.19. Commissioner Herak seconded the motion. Upon a roll call

vote, and with an abstention from Commissioner Michael Griffin, the motion passed with three affirmative votes and no negatives.

**Business from the Commissioners:** None

**Next Meeting:** The next full Study Session will be held on October 1, 2018 at 7:00 p.m. The next Public Meeting will be convened on October 15, 2018 at 7:30 p.m. A Study Session at 7:00 p.m. will precede the public meeting and reconvene following the public meeting, if deemed necessary. The next meeting of the Highland Main Street will be Thursday, October 4, 2018 at 6:30 p.m. in the Upper Conference room of the Town Hall.

**Adjournment:** There being no further business of the Highland Redevelopment Commission, Commissioner Vassar made a motion to adjourn the meeting. Commissioner Herak seconded the motion. Upon a voice vote, the motion passed. The August 20, 2018 public meeting of the Highland Redevelopment Commission was adjourned at 8:02 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

Fund 094 Redevelopment General

Dept 0000	Invoice Line Desc	Ref #	Vendor	BANK CODE: 07	Invoice Description	Amount	Check #
094-0000-20003	MISC OFFICE SUPPLIES	75200	OFFICE DEPOT		MISC OFFICE SUPPLIES	34.11	
094-0000-31001	LEGAL FEES- GENERAL MATTERS	75198	TAUBER LAW OFFICE PC		LEGAL FEES- GENERAL MATTERS	2,375.00	
094-0000-31003	DEVELOPMENT CONSULTING	75189	TARA DEVELOPMENT CORPORATIO		DEVELOPMENT CONSULTING	2,000.00	
094-0000-31004	MEMBERSHIP LUNCH MEETING-JULY	75201	HIGHLANDGRPEITH CHAMBER OF		MEMBERSHIP LUNCH MEETING-JULY	15.00	
094-0000-32001	MAILING-LONDON WITTE-6/21/18	75190	FEBEX		MAILING-LONDON WITTE-6/21/18	26.64	
094-0000-32002	MILEAGE REIMBURSEMENT	75205	KATHY J FOX		MILEAGE REIMBURSEMENT	48.15	
094-0000-33001	DOWNTOWN ALLOCATION AREA FUND	75224	THE TIKES		DOWNTOWN ALLOCATION AREA FUND	17.17	
094-0000-34023	HEALTH INS	75225	TOWN OF HIGHLAND INS FUND (		HEALTH/LIFE INS PREM REDEV 2018 A	1,622.48	
094-0000-34023	HEALTH INS	75225	TOWN OF HIGHLAND INS FUND (		HEALTH/LIFE INS PREM REDEV 2018 J	1,622.48	
094-0000-34043	LIFE INS	75223	TOWN OF HIGHLAND INS FUND (		HEALTH/LIFE INS PREM REDEV 2018 A	13.06	
094-0000-34043	LIFE INS	75223	TOWN OF HIGHLAND INS FUND (		HEALTH/LIFE INS PREM REDEV 2018 J	13.06	
094-0000-35008	UTILITIES-2811 JEWETT-THRU 7/	75191	NORTHERN IN PUBLIC SERVICE		UTILITIES-2811 JEWETT-THRU 7/25/1	132.86	
094-0000-35008	UTILITIES-2821 JEWETT-THRU 7/	75192	NORTHERN IN PUBLIC SERVICE		UTILITIES-2821 JEWETT-THRU 7/25/1	75.08	
094-0000-35008	UTILITIES-8620 KENNEDY-THRU 7	75193	TOWN OF HIGHLAND UTILITIES		UTILITIES- 8620 KENNEDY-THRU 7/18	101.99	
094-0000-35008	STORM-8618 KENNEDY-THRU 7/13/	75194	TOWN OF HIGHLAND UTILITIES		STORM-8618 KENNEDY-THRU 7/13/18	40.67	
094-0000-35008	STORM-2605 CONDIT-THRU 7/13/1	75195	TOWN OF HIGHLAND UTILITIES		STORM-2605 CONDIT-THRU 7/13/18	10.14	
094-0000-35008	STORM-8610 KENNEDY-THRU 7/13/	75196	TOWN OF HIGHLAND UTILITIES		STORM-8610 KENNEDY-THRU 7/13/18	10.14	
094-0000-35008	STORM-8612 KENNEDY-THRU 7/13/	75197	TOWN OF HIGHLAND UTILITIES		STORM-8612 KENNEDY-THRU 7/13/18	10.14	
094-0000-39001	NATIONAL MAIN STREET RENEWAL	75199	NATIONAL MAIN STREET CENTER		NATIONAL MAIN STREET RENEWAL DUES	350.00	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	74794	PAYROLL ACCOUNT		7/20PR D/S TRANSFER REDEVELOPME	4,774.34	29144
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	74955	PAYROLL ACCOUNT		8/3PR D/S TRANSFER REDEVELOPMENT	4,718.34	29254
	Total For Dept 0000					18,010.85	
	Total For Fund 094 Redevelopment General					18,010.85	

Fund 096 Redevelopment Capital	Dept 0000	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
096-0000-31007	ROOF/WALL REPAIR-2811 JEWETT	75203	KORELLIS ROOFING, INC		ROOF/ WALL REPAIR-2811 JEWETT	4,215.00	
096-0000-31007	PROPERTY MGT FEES- JULY	75202	ROSE REAL ESTATE		PROPERTY MGT FEES- JULY	217.79	
096-0000-31007	AC REPAIR-2815 JEWETT	75204	SIEMER HEATING & COOLING IN		AC REPAIR-2815 JEWETT	945.80	
	Total For Dept 0000					5,378.59	
	Total For Fund 096 Redevelopment Capital					5,378.59	

Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT	Dept 0000	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
101-0000-39011	REDEV BD PAYMENT OF PRINCIPAL	74922	THE HUNTINGTON NATIONAL BAN		REDEVELOPMENT DISTRICT BOND SERIE	105,000.00	999235
101-0000-39012	REDEV BD PAYMENT OF INTEREST	74922	THE HUNTINGTON NATIONAL BAN		REDEVELOPMENT DISTRICT BOND SERIE	13,833.75	999235
	Total For Dept 0000					118,833.75	
	Total For Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT					118,833.75	

