HIGHLAND REDEVELOPMENT COMMISSION DISCUSSION TOPICS for STUDY SESSION - DRAFT TUESDAY, AUGUST 25, 2020 7:00 P.M.

This meeting will be convened as an electronic meeting pursuant to Governor Holcomb's Executive Order 20-04, 20-09 and 20-25 now extended through 2 September 2020 by his Order 20-38, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency.

People may observe the meeting by joining the meeting on the Zoom platform https://zoom.us/j/93205190643?pwd=N3ExQk5zMHp6QjhUaEh6V0M1cHpDZz09

Further, persons wishing to offer comment in the meeting may access the electronic meeting by using the preceding Zoom link and adding the Meeting ID: 932 0519 0643 and Password: 947365

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Meeting ID: 932 0519 0643

Password: 947365

Find your local number: https://zoom.us/u/abSLXjJTlp

TUESDAY, AUGUST 25, 2020 7:00 P.M

- 1. Review of the Plenary Meeting Agenda
- 2. Parking Lot Project Highway & Kennedy Update
 - a. Construction
 - b. EV Charging Stations
 - c. Khatra Petro
- 3. Downtown Streetlight Retrofit Update
- 4. Container Market Discussion
- 5. Budget vs Project Discussion
- 6. Redevelopment Commissioners Comments

AGENDA FOR PLENARY MEETING

HIGHLAND REDEVELOPMENT COMMISSION

This meeting will be convened as an electronic meeting pursuant to Governor Holcomb's Executive Order 20-04, 20-09 and 20-25 and now extended by Executive Order 20-38 through 2 September 2020 by his Order 20-34 allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the emergency.

People may observe the meeting by joining the meeting on the Zoom platform https://zoom.us/j/93205190643?pwd=N3ExQk5zMHp6QjhUaEh6V0M1cHpDZz09

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Find your local number: https://zoom.us/u/abSLXjJTlp

Monday, August 25, 2020 7:00 p.m. DRAFT

Roll Call:

Commissioner Sean Conley Commissioner George Georgeff Commissioner Cyril Huerter Commissioner Bill Leep Commissioner Robyn Radford

Minutes of Previous Sessions:

- 1. Approve Minutes of Study Session and Plenary Business Meeting of July 28, 2020.
- 2. Approve Minutes of Study Session of August 11, 2020.

Special Orders:	
Public Comment:	
Communications:	

Unfinished Business and General Orders:

New Business:

1. Resolution 2020-25: A Resolution of the Highland Redevelopment Commission Authorizing Appraisals of Real Property, Located at 2744 Highway Avenue, in the Highland Downtown Redevelopment Area, Pursuant to IC 36-7-14-12.2.

Action to Pa	y Accounts Payable Vouchers:	
094	Redevelopment General	\$ 16,685.56
095	Highland Economic Development	\$ 0.00
096	Redevelopment Capital	\$ 9,035.60
101	Redevelopment Bond & Interest	\$ 0.00
107	Cardinal Campus Allocation	\$ 0.00
250	CEDIT Econ. Dev. Income Tax Fund	\$ 0.00
	TOTAL	\$ 25,721.16

Business from the Commissioners:

Next Meeting: The next full Study Session will be September 8, 2020 and convene at 7:00 PM. The next Plenary Meeting will be held on September 22, 2020 and convene immediately following the Study Session. A study session will precede the plenary meeting at 7:00 PM and reconvene following the plenary business meeting if necessary. The next meeting of Highland Main Street is scheduled for Thursday, September 3, 2020 at 6:30 PM in the Upper Conference room of the Town Hall.

AGENDA for 08-25-2020_Plenary Business Mtg.

HIGHLAND REDEVELOPMENT COMMISSION STUDY SESSION MINUTES - DRAFT TUESDAY, JULY 28, 2020

Members of the Highland Redevelopment Commission ("RC", "Commission") met in an electronically convened meeting using the Zoom platform on Tuesday, June 23, 2020. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04, 20-09 and 20-25 now extended through 3 August 2020 by his Order 20-34, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Study Session was called to order at 7:10 p.m. by Commission President George Georgeff.

Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director and Recording Secretary.

Roll Call: Commissioners present included George Georgeff, Cyril Huerter, Bill Leep, Robyn Radford and Sean Conley. A quorum was established.

Additional Officials Present: Pat Krull, School Town of Highland liaison and non-voting member; Roger Sheeman, Council Liaison to the Redevelopment Commission; John Reed, Redevelopment attorney, Abrahamson, Reed & Bilse; Ed Dabrowski, IT Consultant; and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: There were no additional attendees identified.

General Substance of the Discussion

- 1. **Review of Plenary Session Agenda**: Ms. DeGuilio-Fox reviewed the agenda items that the Commissioners were to address during their plenary business meeting.
- 2. SW Corner of Highway & Kennedy Development Update: Ms. DeGuilio-Fox reported that a Pre-Construction Meeting was held on Tuesday, July 21st and was well attended. Representatives from Grimmer Construction, Highland Parks & Recreation Department, Highland Public Works, John Talbot, Weaver Consultant and project manager as well as the Redevelopment Director attended. Many facets of the project and the construction schedule were discussed. Construction meetings will be scheduled twice each month. Ms. DeGuilio-Fox and John Talbot briefly discussed items that should be considered when preparing the construction contract. Director DeGuilio-Fox will prepare the contract and have it reviewed prior to execution. The contract is pending until the Redevelopment Commission has adopted and approved Resolution 2020-23. Construction is set to begin Thursday, July 20, 2020. Brief discussion focused on the Khatra Petro gas station. Ms. DeGuilio-Fox advised she had reached out to Mr. Khatra and had the opportunity to speak with him very recently. The Khatra's continue to be interested in relocated his gas station. However, Mr. Khatra feels it will cost about \$1.3 million dollars to successfully complete the relocation/build of the new service station. The Commissioners remain interested in continuing a discussion in this regard and asked Director DeGuilio-Fox to schedule a meeting with the Khatra's.

3. Commercial Property Improvement Grants:

a. <u>Triangle Equities LLC</u>: Director DeGuilio-Fox reported that after the previous commission meeting, wherein she was asked to contact the applicant regarding the commission's discussion and determination that 1. The interior grant application from Triangle Equities would be denied. The Commissions do not feel it is appropriate to fund a project that does not have a commercial use and 2. The commission was prepared to move forward with approving the applicants façade grant if the applicant would rework the design that was submitted, the

- applicant decided to withdraw the façade grant request altogether. The applicant was not interested in providing a new design. Discussion ensued. The Commissioners agreed that the grant funds could be used for another project before the end of the year.
- b. Les Café Pancake House: Director DeGuilio-Fox reported that the applicant had been unable to complete their project and was requesting a completion date extension. Discussion ensued. The Commissioners were advised that Resolution 2020-24, in their plenary business meeting packet, had been added to the agenda for consideration. Discussion ensued and the commissioners expressed their satisfaction with the design and materials that had been chosen. Ms. DeGuilio-Fox advised that one component of the project, signage, would be required to go before the Board of Zoning Appeals prior to its completion.
- 4. **Downtown Streetlight Retrofit or Replacement Update**: Director DeGuilio-Fox reported that a light study had been conducted and a proposal received from Matt Sommers, Hyre Electric. The light study, conducted by Paul Ziemniak of Highland Building Department and John Bach, (former) Public Works Director. They found that the retrofitted light housing using an LED bulb was not as bright as the complete new light fixture. However, the cost comparison is an important consideration. New light fixtures are priced at approximately \$1000 each and the retrofitted light housing using an LED bulb is far more affordable. The number of downtown lights that would be considered is 116. The proposal submitted by Hyre Electric is \$23,690.00 and may be eligible for a NIPSCO rebate. Should the rebate be approved the cost could be reduced to \$18,470.00 over time. These prices do not include any wiring repairs or landscape/grass repair that might be found to be necessary due to the project. Discussion ensued. Council Liaison Sheeman asked for a report specific to the lumens of the new bulbs. Ms. DeGuilio-Fox will report back at the August 11, 2020 study session.
- 5. **Review of 2020 Goals Revisions:** Director DeGuilio-Fox directed the Commissioners attention to the revised goals that had been provided them and asked if there were any other revisions needed at this time. Discussion ensued. It was determined that no other revisions were required at the time.
- 6. Redevelopment Commissioner Comments: No comments or discussion.

There being no further business, Commissioner Huerter moved to adjourn the meeting. The motion was seconded by Commissioner Radford. The motion passed by a voice vote of five affirmatives and 0 negatives. The June 28, 2020 study session of the Highland Redevelopment Commission was adjourned at 7:31 PM.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

HIGHLAND REDEVELOPMENT COMMISSION PLENARY MEETING MINUTES - *DRAFT* TUESDAY, JULY 28, 2020

The Highland Redevelopment Commission ("Commission", "RC") met in an electronically convened meeting using the Zoom platform. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04, 20-09 and 20-25 now extended through 3 August 2020 by his Order 20-34, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Plenary Meeting was called to order at 7:31 p.m. by Commission President George Georgeff.

Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director and Recording Secretary.

Roll Call: Commissioners present included George Georgeff, Cyril Huerter, Bill Leep, Robyn Radford and Sean Conley. A quorum was established.

Additional Officials Present: Patrick Krull, School Town of Highland Liaison and non-voting member; Roger Sheeman, Council Liaison to the Redevelopment Commission; John Reed, Redevelopment attorney, Abrahamson, Reed & Bilse; Ed Dabrowski, IT Consultant and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: There were no additional attendees identified.

Minutes of the Previous Sessions: Commissioner Bill Leep moved to approve the minutes of the Study Session and Plenary Business meeting of June 23, 2020. Commissioner Robyn Radford seconded the motion. There was no discussion. Upon a roll call vote, the motion passed. The minutes of the June 23, 2020 study and plenary sessions were approved by a vote of five affirmatives and no negatives.

Commissioner Leep moved to approve the minutes of the Study Session of July 14, 2020. Commissioner Robyn Radford seconded the motion. There was no discussion. Upon a roll call vote, the motion passed. The minutes of the July 14, 2020 study session were approved by a vote of five affirmatives and no negatives.

Special Orders: None

Public Comment: None

Communications: None

Unfinished Business and General Orders: None

New Business:

1. Resolution 2020-23: A Resolution of the Highland Redevelopment Commission Accepting the Bid of Grimmer Construction, Incorporated for the Downtown Parking Lot Project Improvement and Enhancement Project Being the Lowest Responsive and Responsible Bid in the Amount of Seven Hundred Fifty-One Thousand Three Hundred Sixty-Six Dollars and 4/100 Cents (\$751,366.04). As discussion during the study session preceding the plenary meeting, the Commissioners understood that the Grimmer bid was the lowest responsive and responsibly bid out of a total of six bids received and after a review of the construction costs was conducted on behalf of the Town by the project manager. President Georgeff called for a motion. Commissioner Huerter moved to adopt and approve Resolution 2020-23 to accept the Grimmer Construction bid. Commissioner Leep

seconded the motion. There being no additional discussion President Georgeff called for a roll call vote. Upon a roll call vote the motion passed by a vote of five affirmatives and no negatives.

2. Resolution 2020-24: A Resolution of the Highland Redevelopment Commission to Amend Resolution 2019-28 and Provide a Completion Extension for a Commercial Property Façade Improvement Grant to Bill Les, Les Café Pancake House, of Property Located at 2708-2720 Highway Avenue. Commissioner Huerter moved to approve Resolution 2020-24. Commissioner Radford seconded the motion. Commissioner Conley asked if we were only considering requests to extend completion dates during the COVID pandemic or setting a precedence. Commissioner Georgeff commented that this extension was the same as the date the previous request was extended for, that being the Belmonte façade grant for property located at 2904 Jewett. Discussion ensued. The Commissioners determined that they would wait to learn if the extensions were met or if the projects had to be considered again for a completion extension. There being no further discussion President Georgeff called for a roll call vote. Upon a roll call vote the motion passed by a vote of five affirmatives and no negatives.

Action to Pay Accounts Payable Vouchers: Commissioner Huerter made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period June 25, 2020 through July 29, 2020 and the payroll dockets for June 19, 2020 and July 3, 2020 as presented, in the amount of \$108,649.10. Commissioner Leep seconded the motion to approve the Accounts Payable Vouchers. Upon a roll call vote the motion passed with five affirmative votes and no negatives.

Vendors Accounts Payable Docket:

Redevelopment General Fund, \$13,622.90; Redevelopment Capital Fund, \$19,164.28; Redevelopment Bond & Interest, \$114,633.75; CEDIT Economic Development Income Tax Fund, \$108,649.10 and Cardinal Campus Allocation Area, \$38,606.00. Total: \$294,676.03.

Payroll Docket for Payday of May 22, 2020 and June 5, 2020: Redevelopment Department: Total Payroll: \$8009.60.

School Town of Highland representative, Pat Krull, thanked the Commission for the 2020 contribution to the School Town of Highland debt service payment. Mr. Krull also asked that Councilman Sheeman extend a thank you to the Town Council as well.

Business from the Commissioners: Commissioner Huerter asked if there was any additional information regarding the proposed gas station on Indianapolis Blvd. Ms. DeGuilio-Fox commented that the petitioner is in the process of providing additional information to the Plan Commission. Commissioner Huerter also asked about the Speedway station plans on 45th and Kennedy. Ms. DeGuilio-Fox responded that the Speedway representative was communicating with Ken Mika and they are proposing a renovation that would include ten pumps and a car wash. Additional discussion was held in regard to the Khatra station on Kennedy & Highway. Councilman Sheeman also asked what was going on with the record shop in the Les building where the former cobbler shop was. Ms. DeGuilio-Fox explained that there were electrical issues that needed to be taken care of and that the renter and owner were in discussion as to who would pay for the upgrades. Director DeGuilio-Fox also provided a brief report as to the progress of the microbrewery on Condit. The owner continues to wait for the State to approve the design application. Brief discussion ensued in this regard. With no additional comments or discussion business from the commissioners ended.

Next Meeting: The next Study Session is scheduled for Tuesday, August 11, 2020. The next Public Meeting will convene on Tuesday, August 25, 2020 immediately following the study session. A Study Session will

precede the public meeting and reconvene following the public meeting, if deemed necessary. The next meeting of the Highland Main Street is scheduled to convene on Thursday, August 6, 2020 at 6:30 p.m. In response to the Executive Orders issued by Governor Holcomb in response to the COVID-19 pandemic, a decision will be made as to whether meetings will be convened electronically or if the opening of the Town Hall will allow for a public meeting to be held in Council Chambers.

Adjournment: There being no further business of the Highland Redevelopment Commission, Commissioner Leep made a motion to adjourn the meeting. Commissioner Huerter seconded the motion. Upon a roll call vote, the motion passed with five affirmatives and no negatives. The July 28, 2020 public meeting of the Highland Redevelopment Commission was adjourned at 7:58 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

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HIGHLAND REDEVELOPMENT COMMISSION STUDY SESSION MINUTES - DRAFT TUESDAY, AUGUST 11, 2020

Members of the Highland Redevelopment Commission ("RC", "Commission") met in an electronically convened meeting using the Zoom platform on Tuesday, August 11, 2020. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04, 20-09 and 20-25 and now extended by Executive Order 20-38 through 2 August 2020 allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Study Session was called to order at 7:02 p.m. by Commission President George Georgeff.

Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director and Recording Secretary.

Roll Call: Commissioners present included George Georgeff, Bill Leep, Sean Conley and Robyn Radford. Commissioner Cyril (Cy) Huerter was absent. A quorum was established.

Additional Officials Present: Pat Krull, School Town of Highland liaison and non-voting member; Ed Dabrowski, IT Consultant; and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: There were no additional attendees identified.

General Substance of the Discussion

1. Parking Lot Project Highway & Kennedy - Update:

- a. <u>Construction</u>: Director DeGuilio-Fox provided a brief update including reporting to the Commissioners that construction is well underway. The focus recently has been soil management preparation and tree removal. Brick and masonry samples have been selected for the Depot as well as the roofing. Ms. DeGuilio-Fox also reported that discussion has been ongoing regarding the water service lines. Ted Rohn (architect), Mark Knesek, Derek Snyder and John Talbot (project manager) have all weighed in on the materials for the water service lines.
- b. EV Charging Stations: Ms. DeGuilio-Fox advised that she has been in close contact with Carl Lisek, Vice President of South Shore Clean Cities (SSCC) and that SSCC will write the grant for several communities who plan to apply for the Project Plug-IN program grants and act as the communities' consultant. However, this accommodation does require that we join SSCC. The annual membership fee is \$1,000.00. If awarded a grant INDOT will pay 90%, approximately \$9,000.00, of the cost of a Level II EV Charging Station. And, Ms. DeGuilio-Fox reported that a local organization, although not announced yet, plans to pay each grantee \$500.00 toward the cost of the Level II EV Charging Station. A public announcement of this partnership is expected next week. So, if awarded a grant, Highland will receive about \$9,500.00 of the \$10,000.00 that it costs for a charging station. Ms. DeGuilio-Fox proposed that Highland consider installing two charging stations next spring, one as a grantee and the other as part of the ongoing commitment to clean energy. She explained that the full cost of \$10,000.00 would be the responsibility of the Redevelopment Commission and that this money had been planned for and is in the budget. She reminded the Commissioners that the infrastructure for

multiple EV Charging Stations will be installed as part of the parking lot renovation project. Ms. DeGuilio-Fox also advised that while the South Shore Convention & Visitor's Authority (SSCVA) had planned to apply for grant funds their president, Speros Batistatos, decided to withdraw from the grant completion and support Highland Redevelopment because of the size of the commitment being made in our downtown. The SSCVA believes it is their responsibility to support the downtown and the downtown businesses and when visitors stop at the Welcome Center they will be directed to our downtown to charge up and eat/shop in our downtown.

- c. Khatra Petro: Ms. DeGuilio-Fox reminded the Commissioners that at their last meeting she reported having spoken with Dharmind Khatra and that he and his brother continued to be interested in the possibility of selling their gas station property to the Redevelopment Commission. With instruction from the Commission Ms. DeGuilio-Fox did reach out to Mr. Khatra to schedule a meeting however has not received a reply as of yet.
- 2. Downtown Streetlight Retrofit Update: Ms. DeGuilio-Fox advised that she received a proposal from EMCOR Hyre Electric, a Highland Company, and they would charge \$23,690.00 for retrofit kits for 116 streetlights. She also advised that once those kits have been installed and paid for there is a potential for receiving a rebate from NIPSCO that would reduce the cost to \$18,470.00 over time. The lights from Hyre would provide 6000 lumens. Ms. DeGuilio-Fox reported talking with Paul Ziemniak, who had done light readings with John Bach prior to his retirement, however the difference between the retrofitted lights and the old lights was minimal. Ms. DeGuilio-Fox also spoke with Chicago Light Works. They provided a quote of \$9,960.00 for the retrofit of 120 lights with 6500 lumens. They also were able to provide a better price on new lights, although the total would still be more than the Redevelopment budget could currently support. The quote for new lights, with 7312 lumens, was \$105,600. Director DeGuilio-Fox asked if the Commissioners would like to provide direction so she may provide the appropriate paperwork for them to make a final decision at their August 25th meeting. Discussion ensued. The Commissioners asked that Director DeGuilio-Fox ask Hyre again if they have a product that would provide the same lumens as what Chicago Light Works proposed and to also ask Chicago Light Works if they would install one of their lights in order to be able to compare lighting output.
- 3. Bult Oil Property Update: Ms. DeGuilio-Fox advised that she had very little new to report except that in speaking with IFA at the end of July they advised they were still reviewing the application and had additional questions about the history of the property and the environmental testing that had been conducted.
- 4. **8100** Indianapolis Blvd Information: Ms. DeGuilio-Fox advised that Ken's initial reaction to the trucking company was due to several issues. A primary issue is that the business that inquired about the property and wanted to relocate their trucking company there would be hauling heavy materials: steel and construction materials. Trucks would be entering the roadway against southbound traffic and competing with truck traffic entering and exiting the truck stop. They would also be competing with Indianapolis Blvd traffic traveling north and south. Also, there are issues in regard to the levee and water detention already at the site and zoning. Currently the site is zoned B-3 and a trucking firm requires a Light Industrial zoning. Ms. DeGuilio-Fox advised

- that she had spoken to a realtor who has a couple of interested parties in mind for the site although one was another trucking firm. Updates will be provided as they are available.
- 5. Redevelopment Commissioner Comments: As a side note Ms. DeGuilio-Fox advised that she had heard from Hoddypeak Holdings and that they had finally received State approval of their design. They will now be able to move forward with the renovation of the microbrewery. Commissioner Leep asked if there was any additional to share regarding the container market. Ms. DeGuilio-Fox advised that they had not because she has simply not had time to get into that with the other projects and activities she's required to be involved in.

There being no further business the August 11, 2020 study session of the Highland Redevelopment Commission was adjourned at 7:32 PM.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

TOWN OF HIGHLAND HIGHLAND REDEVELOPMENT COMMISSION RESOLUTION NO. 2020-25

A RESOLUTION OF THE HIGHALND REDEVELOPMENT COMMISSION AUTHORIZING APPRAISALS OF REAL PROPERTY, LOCATED AT 2744 HIGHWAY AVENUE, IN THE HIGHLAND DOWNTOWN REDEVELOPMENT AREA, PURSUANT TO IC 36-7-14-12.2

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 Area"), 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 desires the engagement of appraisal services, under IC 36-7-14-12.2(a)(12), to appraise the fair market value of the real property located at 2744 Highway Avenue (*Parcel # 45-07-21-380-013.000-026*); and

Whereas, The Commission now desires to approve and authorize said appraisals for the property.

Now Therefore be it Resolved by the Highland Redevelopment Commission of the Town of Highland, Lake County, Indiana;

Section 1. That the Highland Redevelopment Commission hereby instructs the Redevelopment Director to request proposals and, at the Director's discretion, engage said appraisal services to appraise real property located at 2744 Highway Avenue;

Section 2. That the Highland Redevelopment Commission hereby approves and authorizes appraisals for real property located at 2744 Highway Avenue;

	ghland Redevelopment Commission, Lake County having passed by a vote of in favor and
	Town of Highland, Indiana Highland Redevelopment Commission
¥	By:
ATTEST:	
By:Robyn Radford, Secretary	

Dated

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND EXP CHECK RUN DATES 07/30/2020 - 08/26/2020 BOTH JOURNALIZED AND UNJOURNALIZED BOTH OPEN AND PAID

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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND EXP CHECK RUN DATES 07/30/2020 - 08/26/2020 BOTH JOURNALIZED AND UNJOURNALIZED BOTH OPEN AND PAID

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Fund 094 REDEVELOPMENT GENERAL Fund 096 REDEVELOPMENT CAPITAL

Fund Totals:

25,721.16