

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
MONDAY, SEPTEMBER 18, 2017**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Monday, September 18, 2017 at 7:50 p.m. in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Bernie Zemen called the meeting to order. Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director.

Roll Call: Commissioners present included Michael Griffin, Mark Herak, Dan Vassar and Bernie Zemen. Steve Wagner was absent with notice.

Additional Officials Present: Pat Krull, School Town of Highland non-voting member of the Redevelopment Commission, Rhett Tauber, Esq. Redevelopment Commission Attorney, Lance Ryskamp, Redevelopment Commission Assistant and Kathy DeGuilio-Fox, Redevelopment Director were present.

Additionally Present: Larry Kondrat and Chuck Haber, Times Correspondent were additionally present.

General Substance of the Discussion

Agenda for Public Meeting: Redevelopment Commission Assistant Ryskamp reviewed the meeting agenda with the Commission. There were no questions or comments.

Façade Improvement Grant Applications/Guidelines: Discussion ensued regarding the Façade Improvement Grant application submitted by owners of The Hydrant located at 8630 Kennedy Avenue and their request for additional reimbursement. Paul Trzeciak, owner of The Hydrant, was recognized as present in the audience. The current policy was briefly discussed as well as the items included in the secondary request for reimbursement. As stated in the program guidelines, additional reimbursement requests have not been allowed. An amended application and supporting documents itemizing the additional expenditures had not been received as of this study session. Reimbursement for the initial project items are included in the September 18, 2017 Public Meeting Accounts Payable Vouchers. Further discussion was to be pursued during the Public Meeting of the Redevelopment Commission following the Study Session.

Discussion ensued regarding the Façade Improvement Grant application of Dr. David Foreit, owner of property located at 2621 Highway Avenue. Dr. Foreit's application included a request to paint the façade of his building and install metal replacement awnings. It was noted that the current Highland Zoning Ordinance does not allow painting of building facades nor metal replacement awnings in the downtown Redevelopment District. Discussion then focused on painting a brick façade and the concerns it caused. Dr. Foreit, present at this session, reported his conversation with local paint professionals regarding the quality and life of the exterior paint he is considering. Further discussion was to be pursued during the Public Meeting of the Redevelopment Commission following the Study Session

The Study Session ended at 8:15 for the Public Meeting.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING MINUTES
MONDAY, SEPTEMBER 18, 2017**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on September 18, 2017 at 8:15 p.m. in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Zemen called the meeting to order. Taking minutes for the meeting was Director Kathy DeGuilio-Fox.

Roll Call: Present on roll call were Redevelopment Commissioners Bernie Zemen, Dan Vassar, Mark Herak, and Michael Griffin. Steve Wagner was absent with notice. A quorum was attained.

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

Additionally present: Dr. David Foreit, Paul Trzeciak, Larry Kondrat and Chuck Haber, Times Correspondent were additionally present.

Minutes of the Previous Meetings: Commissioner Michael Griffin made a motion to approve the minutes as written of the Public Meeting and Study Session of August 21, 2017 and the Minutes of the Adjourned Meeting of August 22, 2017. Commissioner Vassar seconded the motion. Upon a roll call vote the motion was passed and the minutes approved.

Public Comment: Larry Kondrat requested a copy of the agenda be provided for the public.

Special Orders: None

Communications: None

Unfinished Business and General Orders: None

New Business:

1. **Approval of Resolution 2017-27:** A Resolution of the Highland Redevelopment Commission Authorizing To Enter Into An Employment Contract With Kathy DeGuilio-Fox. Commissioner Michael Griffin made a motion to approve the Resolution. Commissioner Herak seconded the motion. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The resolution was passed.
2. **Appointment of Kathy DeGuilio-Fox as Commission Recording Secretary.** Commissioner Michael Griffin made a motion to thank, with appreciation, Lance Ryskamp for his service as recording secretary, withdraw his appointment and instead approve the appointment of Kathy DeGuilio-Fox as the Redevelopment Commission Recording Secretary. Commissioner Herak seconded the motion. Upon roll call vote, there were four affirmatives and no negatives. The motion passed. The appointment was approved.
3. **Discussion/Consideration to Amend 2017 Façade Improvement Grant Application & Guidelines.** Commissioner Griffin made a motion to recommend the Redevelopment Director and staff prepare a temporary amendment, to be presented to the Town Council within a reasonable timeline, that

will make such amendments to the current development standards as to permit painting on a brick surface in the Downtown District under the current redevelopment plans provided that there be specifications met, with recommendation from them. They could include up to ten (10) years of design life of the surface, be consistent with aesthetics which would include Mid-Century Modern and be returned to the Commissioners as an ordinance so guidelines may be changed in the future if so desired. Commissioner Griffin was clear to point out this motion was without any comment at all regarding changing the awnings. Commissioner Herak seconded the motion. Discussion ensued and included comment from Commissioner Herak that he wished to make sure to distinguish between painting a building and painting a wall or advertising on a wall, the latter two of which he is not in favor of, but that only a building façade was to be included.

4. Discussion/Consideration For Additional Reimbursement For A Façade Improvement Grant to THE HYDRANT (Paul and Mindy Trzeciak) For Property Located At 8630 Kennedy Avenue.

Discussion ensued regarding which line items of the Façade Improvement Grant budget were and were not covered under the guidelines. Commissioner Griffin commented he was not ready to act on the Façade Improvement Grant additional reimbursement request until an amended application reflect the amount actually spent, supported with documentation, and thereby providing a better audit trail of the actual expenditures. Commissioner Vassar agreed with the request for an amended application providing for better accounting of the expenditures, although noting that line items #1, #2 (requested by the Board of Zoning Appeals) and #3 appeared to fall within the guidelines of the program while line item #4 does not. This matter will be revisited at a later date as unfinished business.

5. Discussion/Consideration of Resolution 2017-28: A Resolution of the Highland Redevelopment Commission to Provide Preliminary Approval for an Application for Mr. David Foreit for a Façade Improvement Grant for Property located at 2621 Highway Avenue. A resolution was not presented due to the special request made by the applicant that falls outside the current guidelines. Commissioner Griffin suggested Redevelopment Commission President Zemen order into record, with no objection from the Commission members, the matter be carried over for the next meeting at which time the commission will take up the matter again and, hopefully, be able to give final approval to the application grant. And, that at this time the only unknown is the recommendation from the staff regarding the changes to the existing redevelopment standards.

Action to Pay Accounts Payable Vouchers: Commissioner Vassar made a motion to pay account payables as presented in the amount of \$0. Commissioner Herak seconded the motion. Upon a roll call vote, there were three affirmatives, no negatives and one abstention. Commissioner Griffin explained that, as the duly elected Clerk-Treasurer of the unit, he has been advised he must abstain vote in this circumstance.

Business from the Commissioners: None

Next Meeting: The next full Study Session will be held on October 2, 2017 at 7:30 p.m. The next Public Meeting will be held on October 16, 2017 at 8:00 p.m. A Study Session at 7:30 p.m. will precede the public meeting and reconvene following after the public meeting.

Adjournment: There being no further business of the Highland Redevelopment Commission, Commissioner Vassar made a motion to adjourn the meeting. Commissioner Griffin seconded the motion. Upon a voice vote, the motion passed. The September 18, 2017 public meeting of the Highland Redevelopment Commission was adjourned at 8:36 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION RECONVENED
MONDAY, SEPTEMBER 18, 2017**

The Highland Redevelopment Commission ("RC", "Commission") reconvened at 8:38 p.m. in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana.

Roll Call: Commissioners present included Michael Griffin, Mark Herak, Dan Vassar and Bernie Zemen. Steve Wagner was absent with notice. Also in attendance was School Town of Highland Commissioner Pat Krull, Cecile Petro, Redevelopment Consultant and Dan Botich, SEH.

General Substance of the Study Session

Cardinal Campus: Attorney Tauber introduced the proposed tax increment financing analysis, prepared by Dan Botich of SEH. Mr. Botich provided an overview of the analysis and discussion ensued in regard to financing of the Cardinal Campus project. Those present engaged in a brief discussion regarding the current Highland Acres allocation area and the wisdom of removing the five parcels of the Cardinal Campus project and putting them into a new allocation area. A brief discussion was also held regarding the three phases of the development and the importance of all being completed. An executive session will be convened at 7:45 p.m. on Monday, September 25, 2017.

The Study Session ended at 9:00 p.m.

RESOLUTION NO. 2017-27

RESOLUTION OF THE HIGHLAND REDEVELOPMENT
COMMISSION AUTHORIZING TO ENTER INTO AN
EMPLOYMENT CONTRACT WITH KATHY DEGUILIO-FOX

WHEREAS, the Highland Redevelopment Commission (the "Commission"), exists and operates under the provisions of the Redevelopment of Cities and Towns Act in I.C. 36-7-14, as amended from time to time (the "Act"); and

WHEREAS, the Highland Redevelopment Commission on August 22, 2017, appointed Kathy DeGuilio-Fox as Highland Redevelopment Director; and

WHEREAS, the Highland Redevelopment Commission is authorized to negotiate and enter into contracts by statute; and

WHEREAS, the Highland Redevelopment Commission has negotiated an Employment Contract with Kathy DeGuilio-Fox; and

NOW, THEREFORE, be it resolved as follows:

That it is in the best interest of the Town and the Redevelopment Commission to enter into an Employment Contract with Kathy DeGuilio-Fox, the text and terms of which are attached to this resolution.

Adopted and approved at a meeting of the Highland Redevelopment Commission held on the 18th day of September, 2017.

HIGHLAND REDEVELOPMENT COMMISSION

BY: 

President Bernie Zemen

ATTEST:



Secretary Dan Vassar

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

Fund 094 Redevelopment General

Fund	Dept	Account	Description	Amount	Check #
094-0000-20004	0000	FLYERS- RIDE & READ	FLYERS- RIDE & READ	160.00	
094-0000-31001		LEGAL FEES- GENERAL MATTERS	LEGAL FEES- GENERAL MATTERS	4,237.00	
094-0000-31003		REDEVELOPMENT CONSULTING FEES	REDEVELOPMENT CONSULTING FEES 6/1	2,466.50	
094-0000-34023		DENTAL INS	TOWN OF HIGHLAND INS FUND (SEPT 17 HEALTH/LIFE INS PREM REDE	79.43	
094-0000-35008		UTILITIES-2821 JEWETT-THRU 8/	UTILITIES-2821 JEWETT-THRU 8/24/1	90.99	
094-0000-35008		UTILITIES-2811 JEWETT-THRU 8/	UTILITIES-2811 JEWETT-THRU 8/24/1	156.77	
094-0000-35008		UTILITIES-8610/8612 KENNEDY-T	UTILITIES-8610/8612 KENNEDY-THRU	117.81	
094-0000-35008		STORM-2605 CONDIT-THRU 8/13/1	STORM-2605 CONDIT-THRU 8/13/17	10.14	
094-0000-35008		STORM-8610 KENNEDY-THRU 8/13/	STORM-8610 KENNEDY-THRU 8/13/17	10.14	
094-0000-35008		STORM-8612 KENNEDY-THRU 8/13/	STORM-8612 KENNEDY-THRU 8/13/17	10.14	
094-0000-35008		STORM-8618 KENNEDY-THRU 8/13/	STORM-8618 KENNEDY-THRU 8/13/17	40.67	
094-0000-39030		INSURANCE RIDER- FEET OF TRAIL	INSURANCE RIDER- FEET OF TRAIL	150.00	
094-0000-39030		STREET MKT MUSICIAN-8/30/17	STREET MKT MUSICIAN-8/30/17	150.00	
094-0000-39030		STREET MKT MUSICIAN-8/23/17	STREET MKT MUSICIAN-8/23/17	150.00	
094-0000-39030		STREET MKT MUSICIAN-9/6/17	STREET MKT MUSICIAN-9/6/17	150.00	
094-0000-39030		STREET MKT MUSICIAN-8/16/17	STREET MKT MUSICIAN-8/16/17	150.00	
094-0000-45200		REDEVELOP GEN TRANSFER GROSS	8/18PRL D/S TRANSFER REDEVELOPMEN	1,821.77	27491
094-0000-45200		REDEVELOP GEN TRANSFER GROSS	9/1 PRL D/S TRANSFER REDEVELOPMEN	1,765.80	27608
		Total For Dept 0000		11,717.16	
		Total For Fund 094 Redevelopment General		11,717.16	

Fund 096 Redevelopment Capital

Fund	Dept	Account	Description	Amount	Check #
096-0000-31007		HVAC SERVICE FEE-2815 JEWETT	HVAC SERVICE FEE-2815 JEWETT	65.00	
096-0000-31007		LOCKSMITH FEE- 8620 KENNEDY	LOCKSMITH FEE-8620 KENNEDY	200.00	
096-0000-31007		PROPERTY MGT FEES-AUGUST	PROPERTY MGT FEES-AUGUST	212.00	
096-0000-34002		FIG REIMBURSEMENT-8630 KENNED	FIG REIMBURSEMENT-8630 KENNEDY	22,330.02	
096-0000-39025		PROPERTY APPRAISAL-8608 KENNED	PROPERTY APPRAISAL-8608 KENNEDY	1,000.00	
		Total For Dept 0000		23,807.02	
		Total For Fund 096 Redevelopment Capital		23,807.02	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 094 Redevelopment General	11,717.16
Fund 096 Redevelopment Capital	23,807.02

35,524.18