

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
MONDAY, SEPTEMBER 24, 2018**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Monday, September 24, 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 7:52 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: John Bach, Public Works Director; Pat Krull, School Town of Highland Commissioner and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: Larry Kondrat, Board of Waterworks; Susan Murovic, Board of Zoning Appeals; Ed Dabrowski, IT Consultant; Robin Carlascio, Idea Factory 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 September 24, 2018 Study Session, the agenda was reviewed. Director DeGuilio-Fox gave a brief overview of the agenda items.

Bult Oil Property: Ms. DeGuilio-Fox advised the Commissioners that the EPA, through their contractor Tetra Tech, has completed a Phase I Environmental Study. The Phase II study will begin soon and should be completed by the end of October. A report will be submitted by the contractor once the assessments have been completed. Discussion ensued. Also related to the former Bult Oil property, Ms. DeGuilio-Fox advised the Commissioners that there is no active sewer near the property, so it may be necessary for Redevelopment to consider this work. In anticipation of this project, NIES Engineering was asked to provide two cost estimates for sanitary sewer extension construction from Highway Ave, north on 1st Street to Condit, then east to the front of the former Bult property. Two options were provided. The probable cost for Option A is \$138, 248 and Option B is \$87,554.50. Ms. DeGuilio-Fox thanked John Bach, Public Works Director, for attending to explain the potential work needed to complete a project of this kind and the difference in cost between Option A and Option B. Mr. Bach explained that the biggest difference is due to the current depth of the sewer line and the need to install a new line at a depth of 4' such that it will allow clearance under the BP gas line running north to south at Condit Street. Discussion ensued.

8200 Indianapolis Blvd Beautification Project: Ms. DeGuilio-Fox reported the outcome of initial meetings with Dean Savarino of Deans Landscaping. Mr. Savarino is willing to provide planning, construction, maintenance, and possibly irrigation, without charge to the Town if he is allowed to place a 9' x 16' digital sign on the property near the landscaping. Ms. DeGuilio-Fox reported she had advised Mr. Savarino, at the time of the meeting, that this would not be permitted as it does not meet code and also that it is highly unlikely the BZA would consider a variance. However, Ms. DeGuilio-Fox advised she is following up with Ken Mika in regards to a much smaller sign that may be permitted although, even a smaller, non-digital sign is questionable. Discussion ensued. Future reports will be forthcoming.

2813 and 2815 Jewett Street Property Leases: Ms. DeGuilio-Fox advised Redevelopment Commissioners that one of the two leases for the Jewett Street property is coming due for renewal soon. The Commissioners were reminded that a 3% increase was levied for the 2018 lease renewals. A 3% increase is recommended for 2019, as well. The Commissioners were advised of the current monthly rental rates, both well below the standard existing commercial rate in Northwest Indiana. Discussion ensued. Ms. DeGuilio-Fox explained that a 3% increase would raise the rent for 2813 Jewett to \$620.63/month and for 2815 Jewett to \$745.12/month, both of which remains well below the current market rate for leased space in the area. A 3% increase would take the cost per square foot from \$.553/PSF to \$.569/PSF. Discussion ensued. The Commissioners agreed that a 3% increase should be levied for 2019 lease agreements.

Main Street Bureau Report:

- Downtown Development Week, sponsored by the Indiana Office of Community & Rural Affairs, is October 8 – 13 and coincides with the Festival of the Trail event. The Highland Main Street Bureau has planned numerous other events throughout the week including;
 - A Town Council proclamation
 - Ribbon cutting for The Green Witch
 - Kick off of the Hydrant's Pet Halloween Parade
 - Downtown business sidewalk sale on Saturday, October 13th
 - Zandstra's Farm & Greenhouse farmers market on Saturday, October 13th
- Festival of the Trail booths are filling up (13 vendors to date) and plans are being finalized. In case of inclement weather the festival will be moved to Zandstra's Farm and Greenhouse on south Kennedy Avenue.
- An art organization in Dyer has expressed interest in donating funds for the commissioning of another sculpture in Highland's Downtown Arts District. HMS will continue to work on this.
- Renee Reinhart, a Highland resident, has proposed a community garden be developed. She will assist with it and offer her expertise. Renee is scheduled to present at the HMS meeting on October 4th.

Discussion ensued. Other downtown business updates were provided.

There being no further discussion, the September 24, 2018 Study Session of the Highland Redevelopment Commission adjourned at 8:10 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING MINUTES
MONDAY, SEPTEMBER 24, 2018**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on September 24, 2018 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Zemen called the meeting to order at 8:10 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; John Bach, Public Works Director and Kathy DeGuilio-Fox, Redevelopment Director were additionally present.

Also present: Larry Kondrat, Board of Waterworks; Susan Murovic, Advisory Board of Zoning Appeals; Ed Dabrowski, IT Consultant; Robin Carlascio, Idea Factory and Carrie Napoleon, Post Tribune were also present.

Minutes of the Previous Meetings: Commissioner Mark Herak made a motion to approve the minutes of the Study Session and Public meeting of August 20, 2018 and the minutes of the Special Public Meeting of September 10, 2018. Commissioner Dan Vassar 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: Susan Murovic, Advisory Board of Zoning Appeals member and resident of the Town of Highland, asked about comments previously made in regard to another digital sign on the property at 8200 Indianapolis Blvd. Discussion ensued. Redevelopment Commissioners assured Ms. Murovic that a second digital sign would not be approved for location at the 8200 Indianapolis Blvd site and that it was only a request made at a meeting with a landscaping firm.

Communications: None

Unfinished Business and General Orders: None

New Business: None

Action to Pay Accounts Payable Vouchers: There being no further comments from visitors or residents, Commissioner Vassar made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period August 22, 2018 through September 25, 2018 and the payroll docket for August 31, 2018 and September 14, 2018, as presented, in the amount of \$26,538.35. Commissioner Herak seconded. Upon a roll call vote, and with an abstention from Commissioner Michael Griffin, the motion passed with three affirmative votes and no negatives.

Vendors Accounts Payable Docket:

Redevelopment General Fund, \$16,081.96; Redevelopment Capital Fund, \$963.73; Total: \$17,045.69.

Payroll Docket for Payday of August 22, 2018 and September 25, 2018:

Redevelopment Department: Total Payroll: \$9,492.66

Business from the Commissioners: Commissioner Vassar advised he will be out of town on Monday, October 1, 2018 and so unable to attend the regularly scheduled Redevelopment Commission study session. Commissioner Griffin also advised he would be out of town on Monday October 1, 2018 attending the AIM Idea Summit and unable to attend the regularly scheduled Redevelopment Commission study session. The Redevelopment Commissioners determined it would be prudent to cancel the Monday, October 1, 2018 study session and reconvene on Monday, October 15, 2018 as scheduled for a study session and plenary business meeting.

Next Meeting: The next full Study Session will be held on November 5, 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 September 24, 2018 public meeting of the Highland Redevelopment Commission was adjourned at 8:25 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

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

Fund 094 Redevelopment General

Dept 0000	D/S 2000 CUMULATIVE CHECKS	75545	A E BOYCE CO INC	D/S 2000 CUMULATIVE CHECKS	100.35
094-0000-20003	ENGRAVING- NAME PLATE	75950	ALLIN PLASTIC ENGRAVING	ENGRAVING- NAME PLATE	11.50
094-0000-20003	OFFICE SUPPLIES	75947	OFFICE DEPOT	OFFICE SUPPLIES	21.19
094-0000-31001	LEGAL FEES-GENERAL MATTERS	75945	TAUSER LAW OFFICE PC	LEGAL FEES- GENERAL MATTERS	2,147.00
094-0000-31003	CONSULTING FEES-LANDSCAPING	75949	NIES ENGINEERING, INC.	CONSULTING FEES-LANDSCAPING	2,378.53
094-0000-31004	MEMBERSHIP SEPTEMBER MEETING	75953	HIGHLANDGRIFITH CHAMBER OF	MEMBERSHIP SEPTEMBER MEETING	15.00
094-0000-31004	MEMBERSHIP AUGUST MEETING	75946	HIGHLANDGRIFITH CHAMBER OF	MEMBERSHIP AUGUST MEETING	15.00
094-0000-31004	LUNCHEON MEETING TICKET-9/13/	75942	NORTHWEST INDIANA FORUM INC	LUNCHEON MEETING TICKET-9/13/18	40.00
094-0000-33001	LEGAL AD-PUBLIC HEARING	75943	THE TIMES OF NW INDIANA	LEGAL AD- PUBLIC HEARING	24.65
094-0000-34023	HEALTH INS	75598	TOWN OF HIGHLAND INS FUND (HEALTH/LIFE INS PREM REDEV 2018 S	1,622.48
094-0000-34043	LIFE INS	75598	TOWN OF HIGHLAND INS FUND (HEALTH/LIFE INS PREM REDEV 2018 S	13.06
094-0000-35008	UTILITIES-2811 JEWETT-THRU 8/	75955	NORTHERN IN PUBLIC SERVICE	UTILITIES- 2811 JEWETT- THRU 8/24	76.59
094-0000-35008	UTILITIES-8620 KENNEDY-THRU 8	75956	NORTHERN IN PUBLIC SERVICE	UTILITIES-8620 KENNEDY-THRU 8/24/1	133.46
094-0000-35008	STORM-8618 KENNEDY-THRU 8/13/	75957	TOWN OF HIGHLAND UTILITIES	UTILITIES-8620 KENNEDY-THRU 8/15/	62.06
094-0000-35008	STORM-2605 CONDIT-THRU 8/13/1	75958	TOWN OF HIGHLAND UTILITIES	STORM-8618 KENNEDY-THRU 8/13/18	40.67
094-0000-35008	STORM-8612 KENNEDY-THRU 8/13/	75959	TOWN OF HIGHLAND UTILITIES	STORM-2605 CONDIT-THRU 8/13/18	10.14
094-0000-35008	STORM-8610 KENNEDY-THRU 8/13/	75960	TOWN OF HIGHLAND UTILITIES	STORM-8612 KENNEDY-THRU8/13/18	10.14
094-0000-39007	DOWNTOWN TREE MAINTENANCE	75944	RUSSELL'S TREE CARE SERVICE	STORM-8610 KENNEDY-THRU 8/13/18	10.14
094-0000-39030	MUSICIAN- LAST CALL FOR SUMME	75952	CHRISTOPHER J PETERS	DOWNTOWN TREE MAINTENANCE	7,000.00
094-0000-39030	INSURANCE-FESTIVAL OF THE TRA	75940	CROWEL AGENCY INC.	MUSICIAN- LAST CALL FOR SUMMER	150.00
094-0000-39030	MUSICIAN- LAST CALL FOR SUMME	75948	JERRY SARVER	INSURANCE-FESTIVAL OF THE TRAIL	125.00
094-0000-39030	MUSICIAN- LAST CALL FOR SUMME	75939	JERRY SARVER	MUSICIAN- LAST CALL FOR SUMMER	150.00
094-0000-39030	SECURITY- LAST CALL FOR SUMME	75936	JOHN E BANASTAK (W)	MUSICIAN (BELLADONNA) - LAST CALL	150.00
094-0000-39030	SECURITY- LAST CALL FOR SUMME	75935	PATRICK I VASSAR (W)	SECURITY- LAST CALL FOR SUMMER	137.50
094-0000-39030	MUSICIAN- LAST CALL FOR SUMME	75938	RICHARD B KEBINSGHMIDT	SECURITY- LAST CALL FOR SUMMER	137.50
094-0000-39030	MUSICIAN- LAST CALL FOR SUMME	75962	RODNEY GOLSON JR	MUSICIAN- LAST CALL FOR SUMMER	150.00
094-0000-39030	SOUND SYSTEM- LAST CALL FOR S	75937	SOUNDS COOL LIVE AUDIO LLC	MUSICIAN- LAST CALL FOR SUMMER	150.00
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	75558	PAYROLL ACCOUNT	SOUND SYSTEM- LAST CALL FOR SUMME	1,200.00
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	75793	PAYROLL ACCOUNT	8/31 PRJ D/S TRANSFER REDEVELO	4,774.31
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	75793	PAYROLL ACCOUNT	9/14PRJ D/S TRANSFER REDEVELOPM	4,718.35
Total For Dept 0000					25,574.62
Total For Fund 094 Redevelopment General					25,574.62

Fund 096 Redevelopment Capital

Dept 0000	ROOF REPAIR-2815 JEWETT	75951	GREAT LAKES ROOFING & CONST	ROOF REPAIR- 2815 JEWETT	435.00
096-0000-31007	AC REPAIR-2813 JEWETT	75961	POPA HEATING & COOLING	AC REPAIR-2813 JEWETT	311.13
096-0000-31007	AUGUST MGT FEES	75941	ROSE REAL ESTATE	AUGUST MGT FEES	217.60
Total For Dept 0000					963.73
Total For Fund 096 Redevelopment Capital					963.73

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Fund Totals:
Fund 094 Redevelopment General 25,574.62
Fund 096 Redevelopment Capital 963.73

26,538.35