

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
MONDAY, OCTOBER 15, 2018**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Monday, October 15, 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 7:29 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: Pat Krull, School Town of Highland Commissioner and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: Larry Kondrat, Board of Waterworks; 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 October 15, 2018 Study Session, the agenda was reviewed. Director DeGuilio-Fox gave a brief overview of the agenda items.

Bult Oil Property: Ms. DeGuilio-Fox provided a brief update and advised the Commissioners that the Phase I Site Assessment has been completed. A Final Phase I Environmental Site Assessment report is expected by the end of October. The Phase I Site Assessment does not address site contamination. Phase II contractors will began work on October 31st with their initial work focusing on testing for lead-based paint and/or asbestos in the storage building. Soil sampling will be conducted November 12 – 13. A report describing the testing results is expected in December. Discussion ensued.

8200 Indianapolis Blvd Beautification Project: Ms. DeGuilio-Fox provided a project update. Over the next few weeks Public Works employees will clear tall grass and brush, Russell’s Tree Service has been engaged and will remove several trees and Dean’s Landscaping has been engaged and will complete Phase I of their project agreement which is primarily prep and hardscape work. This prep work will provide the foundation for the actual softscape work in the spring. Resolution 2018-19 provides approval for the funding to be used for this project.

Festival of the Trail and Sidewalk Sale Report: Ms. DeGuilio-Fox thanked all those that attended the Festival of the Trail. Overall the event was deemed a success. While it was the first year that Jewett Street was closed to vehicle traffic, it did not present any problems. Festival venders and Jewett Street businesses expressed their satisfaction with the event and shared their suggestions for a better event next year. Their comments and suggestions, including artisan crafts booths to the mix, have been shared with the Highland Main Street Bureau president, Dawn Diamantopoulos and Redevelopment assistant, Lance Ryskamp and will be considered for the 2019 event. Two of the thirteen registered venders cancelled at the last minute however both of the two food trucks that were engaged did participate and visitors seemed to enjoy what they had to offer. Additional food trucks will be added next year. The Art Alcove was a perfect place for staging the bands and everyone enjoyed them although the sound system did not allow the music to be heard throughout the festival. Discussion ensued in regard to the

downtown sound system and how Highland's IT consultant might assist with getting it fixed and providing a system that could be heard throughout the downtown. The Merchant Sidewalk Sale that was held the same day was considered a success by Highland Main Street and the merchants who participated. Many positive comments and suggestions were shared with Ms. DeGuilio-Fox as she stopped at each sale and spoke with the merchants. Additional discussion ensued regarding the Farmer's Market and the potential for coordinating three sidewalk sales next year.

Ms. DeGuilio-Fox advised that four additional business owners have begun to participate with the Highland Main Street Bureau. New energy and ideas are being added by these participants creating a more positive downtown environment. Discussion ensued. Other downtown business updates were provided.

There being no further discussion, the October 15, 2018 Study Session of the Highland Redevelopment Commission adjourned at 7:29 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING MINUTES
MONDAY, OCTOBER 15, 2018**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on October 15, 2018 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Zemen called the meeting to order at 7:29 p.m. 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: Pat Krull, School Town of Highland Commissioner and Kathy DeGuilio-Fox, Redevelopment Director were additionally present.

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

Minutes of the Previous Meetings: Commissioner Michael Griffin made a motion to approve the minutes of the Study Session and Public meeting of September 24, 2018. Commissioner Mark Herak seconded the motion. 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: None

Communications: None

Unfinished Business and General Orders: None

New Business: Resolution 2018-19: Redevelopment Commission Appropriation Transfer Resolution, a resolution providing for the transfer of appropriation balances form and among major budget classifications in the Redevelopment Capital Fund as requested by the department head and forwarded to the Redevelopment Commission for its action pursuant to IC 6-1.1-18-6 was presented for approval. Approval of Resolution 2018-19 would provide for an increase in Account 310-19 Landscape Services in order to fund the landscape and beautification project at 8200 Indianapolis Blvd. Commissioner Dan Vassar made a motion to approve Resolution 2018-19. Commissioner Steve Wagner seconded the motion. Upon a roll call vote, with an abstention courteously made by Commission Griffin, the motion passed. Resolution 2018-19 was approved by a vote of four affirmatives and no negatives. Commissioner Griffin explained that while he supports the purpose and intended use of the appropriation transfer, his abstention was due solely to the nature of the resolution and as the duly elected Clerk-Treasurer of the unit he believes he must abstain from casting a vote in this circumstance.

Action to Pay Accounts Payable Vouchers: Commissioner Vassar made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period September 26, 2018 through October 16, 2018 and the payroll docket for September 28, 2018 and October 12, 2018 as presented, in the amount of \$19,370.00. Commissioner Wagner seconded the motion. Upon a roll call vote, and with an

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

Vendors Accounts Payable Docket:

Redevelopment General Fund, \$9,159.65; Redevelopment Capital Fund, \$707.93; Total: \$9,867.58.

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

Redevelopment Department: Total Payroll: \$9,502.42

Business from the Commissioners: None

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 November 19, 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, November 1, 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 Griffin made a motion to adjourn the meeting. Commissioner Vassar seconded the motion. Upon a voice vote, the motion passed. The October 15, 2018 public meeting of the Highland Redevelopment Commission was adjourned at 7:35 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

TOWN of HIGHLAND
 REDEVELOPMENT COMMISSION
 APPROPRIATION TRANSFER RESOLUTION
 RESOLUTION NO. 2018-19

AN EXIGENT RESOLUTION PROVIDING FOR THE TRANSFER OF APPROPRIATION BALANCES FROM AND AMONG MAJOR BUDGET CLASSIFICATIONS IN THE REDEVELOPMENT CAPITAL FUND AS REQUESTED BY THE DEPARTMENT HEAD (S) OR PROPER OFFICER (S) 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 annual budget and it is now necessary to transfer certain appropriations into different categories than were appropriated in the annual budget for the various functions of the **Redevelopment Capital Fund**;

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

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 herein specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

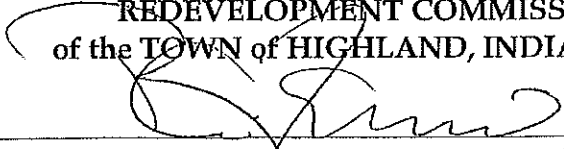
Section 2. That it has been shown that certain existing appropriations in the **Redevelopment Capital Fund** have unobligated balances which will not be needed at this time for the purposes for which appropriated, so it will not be necessary to increase the 2018 budget, and may be transferred as follows:

REDEVELOPMENT CAPITAL FUND


<u>Decrease:</u>	Acct. 420.01 Wayfinding Signs	\$ 64,673.06
	<i>Total 400 Series Reductions</i>	\$ 64,673.06
<u>Increase:</u>	Acct. 310.19 Landscape Services	\$ 64,673.06
	<i>Total 300 Series Increases</i>	\$ 64,673.06
	Total of All Fund Decreases:	\$ 64,673.06
	Total of All Fund Increases:	\$ 64,673.06

DULY RESOLVED and ADOPTED this 15 Day of October 2018 by the
Redevelopment Commission of the Town of Highland, Lake County, Indiana,
having been passed by a vote of 4 in favor and 0 opposed.

REDEVELOPMENT COMMISSION
of the TOWN of HIGHLAND, INDIANA


Bernie Zemen, President

Attest:


Dan Vassar, Secretary

Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
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Fund 094 Redevelopment General

Dept 0000	76943	OFFICE SUPPLIES	OFFICE SUPPLIES	215.65	
094-0000-20003	76933	PORTABLE TOILET RENTAL	PORTABLE TOILET RENTAL	162.60	
094-0000-20006	76945	DOWNTOWN MURAL EXPENSES	DOWNTOWN MURAL EXPENSES	487.22	
094-0000-31001	76930	LEGAL FEES- GENERAL MATTERS	LEGAL FEES- GENERAL MATTERS	551.00	
094-0000-31003	76942	SEWER OPTIONS- 1ST & CONDI	SEWER OPTIONS-1ST & CONDI	433.40	
094-0000-31004	76953	FINANCIAL SERVICES-2018	FINANCIAL SERVICES-2018	492.50	
094-0000-31004	76935	MEMBERSHIP OCTOBER MEETING	MEMBERSHIP OCTOBER MEETING	15.00	
094-0000-31023	76927	LCAC MEETING 10/12/18	LCAC MEETING 10/12/18	20.00	
094-0000-32002	76932	MASONRY WALL REPAIR SUPPLIES	MASONRY WALL REPAIR SUPPLIES	104.00	
094-0000-33001	76928	MILEAGE-THRU 10/31/18	MILEAGE-THRU 10/31/18	72.76	
094-0000-34023	76931	LEGAL NOTICE-PUBLIC HEARING	LEGAL NOTICE- PUBLIC HEARING	22.01	
094-0000-35008	76681	HEALTH INS	HEALTH/LIFE INS PREM REDEV 2018 N	1,622.48	
094-0000-35008	76681	LIFE INS	HEALTH/LIFE INS PREM REDEV 2018 N	13.06	
094-0000-35008	76952	UTILITIES-2821 JEWETT-THRU 10	UTILITIES-2821 JEWETT-THRU 10/24/	144.10	
094-0000-35008	76946	UTILITIES-8620 KENNEDY-THRU 1	UTILITIES- 8620 KENNEDY-THRU 10/1	101.06	
094-0000-35008	76947	UTILITIES-8612 KENNEDY-THRU 10/13	UTILITIES-8612 KENNEDY-THRU 10/13/18	77.05	
094-0000-35008	76948	STORM-8612 KENNEDY-THRU 10/13	STORM-8612 KENNEDY-THRU 10/13/18	40.67	
094-0000-35008	76949	STORM-8610 KENNEDY-THRU 10/13	STORM-8610 KENNEDY-THRU 10/13/18	10.14	
094-0000-35008	76950	STORM-2605 CONDIT-THRU 10/13/	STORM-2605 CONDIT-THRU 10/13/18	10.14	
094-0000-39030	76940	MUSICIAN- FEST OF THE TRAIL	MUSICIAN-FEST OF THE TRAIL	150.00	
094-0000-39030	76938	MUSICIAN- FEST OF THE TRAIL	MUSICIAN- FEST OF THE TRAIL	150.00	
094-0000-39030	76939	MUSICIAN- FEST OF THE TRAIL	MUSICIAN- FEST OF THE TRAIL	150.00	
094-0000-39033	76944	DOWNTOWN MURAL STIPEND	DOWNTOWN MURAL STIPEND	2,000.00	
094-0000-45200	76615	REDEVELOP GEN TRANSFER GROSS	10/26PRL D/S TRANSFER REDEVELOPME	4,779.17	29691
094-0000-45200	76814	REDEVELOP GEN TRANSFER GROSS	11/9PRL D/S TRANSFER REDEVELOPME	4,723.21	29733
Total For Dept 0000				16,557.36	
Total For Fund 094 Redevelopment General				16,557.36	

Fund 096 Redevelopment Capital

Dept 0000	76936	OCTOBER MANAGEMENT FEES	OCTOBER MANAGEMENT FEES	217.60	
096-0000-31007	76941	TREE REMOVAL-8200 IND BLVD	TREE REMOVAL-8200 IND BLVD	7,000.00	
096-0000-31008	76941	TREE REMOVAL-8200 IND BLVD	TREE REMOVAL-8200 IND BLVD	7,217.60	
Total For Dept 0000				7,217.60	
Total For Fund 096 Redevelopment Capital				7,217.60	

Fund 250 CREDIT ECON. DEV. INCOME TAX FUND					
Dept 0000	76934	MARKETING PLAN SERVICES-THRU	MARKETING PLAN SERVICES-THRU 10/3	3,583.33	
250-0000-35010	76929	STRATEGIC DEV SERVICES-THRU 1	STRATEGIC DEV SERVICES-THRU 10/31	3,770.00	
250-0000-35010	76929	STRATEGIC DEV SERVICES-THRU 1	STRATEGIC DEV SERVICES-THRU 10/31	7,353.33	
Total For Dept 0000				7,353.33	
Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND				7,353.33	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND

INVOICE ENTRY DATES 1 7/2018 - 11/20/2018

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

Fund 094 Redevelopment General					16,557.36	
Fund 096 Redevelopment Capital					7,217.60	
Fund 250 CREDIT ECON. DEV. INCOME					7,353.33	

31,128.29