

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
MONDAY, OCTOBER 21, 2019**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Monday, October 21, 2019 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Bernie Zemen called the Study Session to order at 7:05 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: Rhett Tauber, Tauber Law; Pat Krull, School Town of Highland Commissioner and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: Ed Dabrowski, IT Consultant; Roger Sheeman, resident; Michelle Quinn, Post Tribune and Robin Carlascio, Idea Factory.

General Substance of the Discussion

1. **Review of Plenary Business Meeting Agenda.** Ms. DeGuilio-Fox reviewed the agenda items that the Commissioners were to address during their business meeting following the study session.

1. **November 4th Redevelopment Study Session:** Ms. DeGuilio-Fox reminded the Commissioners that at the beginning of the year, when all Redevelopment Commission meetings were approved and scheduled for 2019, a study session had been scheduled for Monday, November 4th. However, she asked if the Commissioners wished to cancel that meeting due to Council Chambers being used that evening by the precinct organizations to set up their polling equipment for the election on Tuesday, November 5th. The Commissioners agreed that the November 4th meeting of the Redevelopment Commission should be cancelled as had been done in the past whenever the Council Chambers were used as polling sites.

2. **2nd & 4th Street Intersections Asphalt Work:** Ms. DeGuilio-Fox advised that a proposal had been received, and included in the packet, for resurfacing the intersections of 2nd and 4th on Highway Avenue with a stamped asphalt that would replicate the previous paver design work that had been done 25 years ago when the streetscape work was completed. She explained that two resolutions were to be considered during the plenary business meeting: Resolution 2019-30 to approve the proposal for services and Resolution 2019-31 to approve the transfer of appropriation balances from one major budget classification to another. Ms. DeGuilio-Fox advised that this was a component of the recent resurfacing work that public works had done throughout the downtown. Ms. DeGuilio-Fox directed everyone's attention to the pictures in their packets that provided an example of the pattern and color that would be used. Discussion ensued.

3. **Downtown Banner Campaign:** Ms. DeGuilio-Fox advised that a downtown banner design and logo is nearly complete and should be unveiled soon. Once were satisfied with a design a prototype banner will be prepared. In the meantime banner pricing has been received from printers. Unless there are major changes to the design it appears banners may be offered at a price of \$45 each to local businesses. Should a business wish to purchase a banner, the \$45 would include a double-sided banner with the business logo and name on it. The banners will then be displayed downtown from January, once the holiday banners come down, until June when the 4th of July banners are put up. Discussion ensued. Commissioner Wagner asked if we'd gotten prices on the mounting hardware for the light

poles on Kennedy Avenue. Ms. DeGuilio-Fox advised that staff is still working to get that information and will have it to report at the November business meeting.

4. **Main Street Report:** Ms. DeGuilio-Fox advised that a brief Main Street report was included in the meeting packets. The report included brief comments regarding the 2019 Festival of the Trail which took place on October 5th. Significant among the comments was that a survey had been sent to the participating vendors to learn of their satisfaction with this year's event and the likelihood of their participating next year again. The report also mentioned that on October 26th volunteers would gather to close out the Community Garden for the season. And, finally, that planning for 2020 would take place at the November and December meetings. Discussion ensued. The overall feeling was that the event was mediocre again and lacking in many ways. Commissioners offered numerous suggestions. Ms. DeGuilio-Fox responded that many of their suggestions had been discussed with staff in addition to other things that must be accomplished to make it a better event. Commissioner Herak advised that there needed to be more food trucks and vendors and that the bands could not be heard beyond that immediate location on Jewett Street. Commissioner Vassar suggested that the festival be moved to Highway Avenue so it could pick on momentum from the Fire Department open house. He also suggested Highway Avenue be closed off for the duration of the event. Councilman Vassar also suggested that Main Street focus on hosting one event and make it successful. Ms. DeGuilio-Fox responded that she would take these suggestions to the Main Street board.

5. **Comments from the Commissioners:** Commissioner Herak mentioned that the lights in the Mural Alcove were not working. Ms. DeGuilio-Fox will have them checked and serviced if necessary. There were no further comments from the Commissioners.

There being no further business, the October 21, 2019 study session of the Highland Redevelopment Commission was adjourned at 7:25 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING MINUTES
MONDAY, October 21, 2019**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on October 21, 2019 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Zemen called the meeting to order at 7:25 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, Steve Wagner and Bernie Zemen. A quorum was attained.

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

Also present: Ed Dabrowski, IT Consultant; Roger Sheeman, Highland resident; Michelle Quinn, Post Tribune and Robin Carlascio, Idea Factory.

Minutes of the Previous Meetings: Commissioner Michael Griffin moved to approve minutes of the Study Session and Plenary Business meeting of August 19, 2019, minutes of the Study Session and Plenary Business meeting of September 16, 2019, minutes of the Special Public meeting of September 30, 2019 and minutes of the Study Session of October 7, 2019. Commissioner Dan Vassar seconded the motion. No discussion. Upon a roll call vote, the motion passed. The minutes were approved by a vote of five affirmatives and no negatives.

Communications: None

Public Comment:

1. Roger Sheeman, 9735 Wildwood Court, Highland commented that he did not believe anyone knew what the Festival of the Trail was or what was being offered and that it should be a much larger art & crafts fair with booths from one end of the street to the other. He went on to suggest that events be combined and/or that the various groups hosting events work together to produce more cohesive events that would bring people from other communities. Commissioner Herak added to Mr. Sheeman's comments that he'd spoken with Councilman Ryfa in Griffith and learned that Griffith employs a full-time events coordinator. Discussion ensued.
2. Pat Krull advised that for the sixth year in a row the School Board had approved a raise for the School Town of Highland teachers.

There were no further comments written or spoken.

Special Orders: None

Unfinished Business and General Orders: None

New Business:

1. **Consideration of Resolution 2019-30: A Resolution of the Highland Redevelopment Commission Approving a Proposal for Asphalt Construction Services Provided by Gallagher Asphalt.** Commissioner Griffin moved to adopt Resolution 2019-30. The motion was seconded by

Commissioner Vassar. Upon a roll call vote there were four affirmatives and one negative. The motion passed.

2. **Consideration of Resolution 2019-31: An Exigent Resolution of the Highland Redevelopment Commission 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.** Commissioner Wagner moved to adopt Resolution 2019-31. The motion was seconded by Commissioner Vassar. Upon a roll call vote there were four affirmatives and one negative. The motion passed.
3. **Consideration of Resolution 2019-32: A Resolution of the Highland Redevelopment Commission to Establish Fees Related to a Downtown Banner Campaign to Advertise Highland's Commercial District Assets and Businesses.** Commissioner Vassar moved to approve Resolution 2019-32. The motion was seconded by Commissioner Wagner. Upon a roll call vote there were five affirmatives and no negatives. The motion passed.

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 18, 2019 through October 22, 2019 and the payroll dockets for September 27, 2019 and October 11, 2019 as presented, in the amount of \$96,578.44. Commissioner Herak seconded the motion. Upon a roll call vote the motion passed with four affirmative votes and no negatives. Commissioner Griffin abstained.

Vendors Accounts Payable Docket:

Redevelopment General Fund, \$15,805.44; Redevelopment Capital Fund, \$72,183.00; and CEDIT Economic Development Income Tax Fund, \$8,590.00. Total: \$95,578.44.

Payroll Docket for Payday of September 27, 2019 and October 11, 2019: Redevelopment Department: Total Payroll: \$7,997.60.

Business from the Commissioners: None

Next Meeting: The next full Study Session scheduled for November 4, 2019 has been cancelled due to the local election scheduled for Tuesday, November 5, 2019. Town Hall is a polling place for two precincts and set up of equipment takes place the evening prior to the election. The next Public Meeting will take place on November 18, 2019 to convene immediately following the study session. A Study Session will precede the public meeting at 7:00 p.m. and reconvene following the public meeting, if deemed necessary. The next meeting of the Highland Main Street will be rescheduled to Thursday, November 7, 2019 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 Wagner seconded the motion. Upon a voice vote, the motion passed. The October 21, 2019 public meeting of the Highland Redevelopment Commission was adjourned at 7:38 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

**TOWN OF HIGHLAND
HIGHLAND REDEVELOPMENT COMMISSION
RESOLUTION 2019-30**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT
COMMISSION APPROVING A PROPOSAL FOR
ASPHALT CONSTRUCTION SERVICES PROVIDED BY
GALLAGHER ASPHALT**

WHEREAS, The Highland Redevelopment Commission of the Town of Highland is authorized to undertake redevelopment activities under IC 36-7-14 and Chapter 216 of the Highland Municipal Code, which are public uses and purposes for which public money may be spent and private property may be acquired, and

WHEREAS, The Redevelopment activities include performing all acts incident to the statutory powers and duties of a redevelopment commission; and

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

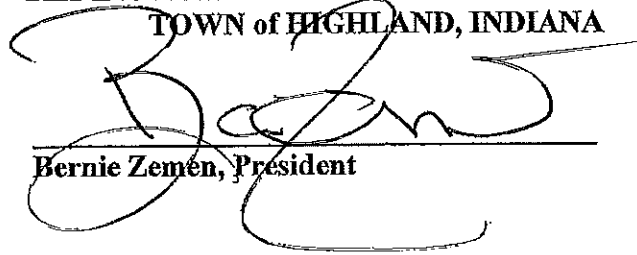
WHEREAS, The Redevelopment Commission does from time to time need general engineering services to carry out its duties; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Highland Redevelopment Commission, Lake County, Indiana:

That it is in the best interest of the Town to enter into an agreement with Gallagher Asphalt for construction services for a not-to-exceed amount of \$40,290.00.

DULY RESOLVED and ADOPTED by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, this 21st day of October, 2019 having passed by a vote of 4 in favor and 1 opposed.

**REDEVELOPMENT COMMISSION of the
TOWN of HIGHLAND, INDIANA**



Bernie Zemen, President

ATTEST:


Mark Herak, Secretary

**TOWN OF HIGHLAND
HIGHLAND REDEVELOPMENT COMMISSION
RESOLUTION 2019-31**

**AN EXIGENT RESOLUTION OF THE REDEVELOPMENT
COMMISSION 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;

WHEREAS, The Redevelopment Commission has been advised that the transfer would involve only those appropriations remaining from a capital project funded by the proceeds of a bond issue(s);

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Highland Redevelopment Commission, Lake County, Indiana:

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 obligated balances which will not be needed at this time for the purposes for which appropriated, so it will not be necessary to increase the **2019** budget, and may be transferred as follows:

REDEVELOPMENT CAPITAL FUND

Decrease:

Acct. 096-0000-40001 - Land Purchase	<u>\$40,290.00</u>
400 Series Reductions	\$40,290.00

Increase:

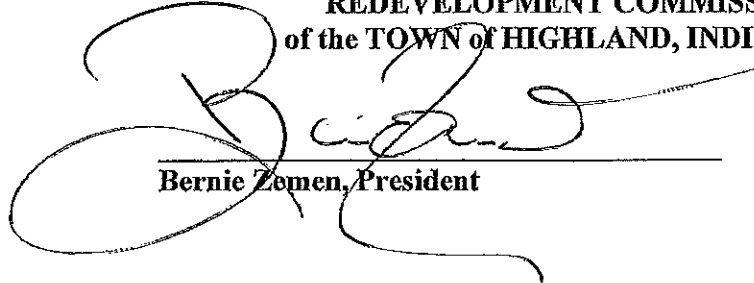
Acct. 096-0000-37501 – Downtown Asphalt Stamp	\$40,290.00
Total 300 Series Increases	\$40,290.00

Total of All Fund Decreases:
Total of All Fund Increases:

\$40,290.00
\$40,290.00

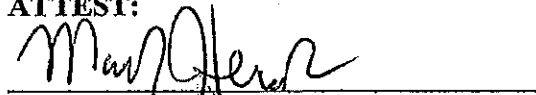
DULY RESOLVED and ADOPTED by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, this 21st day of October, 2019 having passed by a vote of 4 in favor and 1 opposed.

REDEVELOPMENT COMMISSION
of the TOWN of HIGHLAND, INDIANA



Bernie Zomen, President

ATTEST:



Mark Herak, Secretary

**TOWN OF HIGHLAND
HIGHLAND REDEVELOPMENT COMMISSION
RESOLUTION 2019-32**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT
COMMISSION TO ESTABLISH FEES RELATED TO A
DOWNTOWN BANNER CAMPAIGN TO ADVERTISE HIGHLAND'S
COMMERCIAL DISTRICT ASSETS AND BUSINESSES**

WHEREAS, The Redevelopment Commission of the Town of Highland is authorized to undertake activities under IC 36-7-14 and Chapter 216 of the Highland Municipal Code, which are public uses and purposes for which public money may be spent and private property may be acquired, and

WHEREAS, The Redevelopment Commission may adopt rules and bylaws it considers necessary for the proper conduct of their proceedings, the carrying out of their duties and promotion of the commercial district's assets and businesses; and

WHEREAS, in furtherance of this goal, the Highland Redevelopment Commission is creating a banner campaign to advertise Highland's downtown commercial district and businesses; and

WHEREAS, as part of the banner campaign, the Highland Redevelopment Commission wishes to provide Highland businesses the opportunity to purchase a banner, with their business name and logo displayed on an established background, and collect a fee for the sale of those individual banners; and

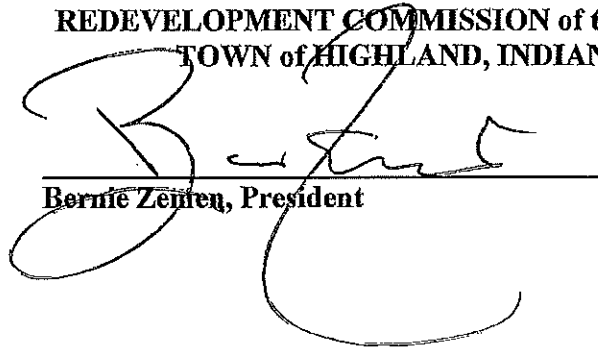
NOW, THEREFORE, BE IT HEREBY RESOLVED by the Highland Redevelopment Commission, Lake County, Indiana:

1. That the Commission finds and determines that it will be of public utility and benefit to establish a downtown banner campaign; and
2. That the Commission hereby establishes a fee of Forty-Five Dollars (\$45.00) for each banner purchased by a business that displays their business name and logo on an established background; and
3. That the Commission hereby establishes that the purchase fee of Forty-Five Dollars (\$45.00) as approved by this resolution shall be non-refundable; and
4. That this Resolution shall be in full force and effect after its adoption by the Commission; and

5. Money procured from fees identified herein shall be deposited and receipted to the credit of the Redevelopment General Fund as described in Section §345.220 of the municipal code; and
8. The Clerk-Treasurer shall keep such accounts and perform such other tasks and duties as outlined under IC 5-13-5 and IC 36-5-6.

DULY RESOLVED AND ADOPTED by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, this 21st day of October, 2019 having passed by a vote of 5 in favor and 0 opposed.

**REDEVELOPMENT COMMISSION of the
TOWN of HIGHLAND, INDIANA**



Bernie Zentgen, President

ATTEST:



Mark Herak, Secretary

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

Dept 094 Redevelopment General					
094-0000-20003	NAMEPLATE INVOICE	83073	ALLIN PLASTIC ENGRAVING	NAMEPLATE INVOICE	10.50
094-0000-20004	PORTABLE TOILET RENTAL	83074	AIDE RENTALS AND SALES, INC	PORTABLE TOILET RENTAL	156.00
094-0000-20004	SEALANT-OCRA DECAL	83052	MENARDS CORP - SCHERERVILLE	SEALANT- OCRA DECAL	5.98
094-0000-31001	LEGAL FEES- GENERAL	83077	TAUBER LAW OFFICE PC	LEGAL FEES- GENERAL	2,963.99
094-0000-31004	IMS CONFERENCE TICKET-10/11/1	83051	LANCE RYSKAMP (R)	IMS CONFERENCE TICKET-10/11/19	30.00
094-0000-32002	MILEAGE- IMS CONFERENCE	83050	LANCE RYSKAMP (R)	MILEAGE- IMS CONFERENCE	141.52
094-0000-33001	LEGAL AD-9/23/19 ADD APPROP	83068	THE TIMES OF NW INDIANA	LEGAL AD- 9/23/19 ADD APPROP	22.62
094-0000-34023	HEALTH INS	82785	TOWN OF HIGHLAND INS FUND (HEALTH/LIFE INS PREM REDEV 2019 O	1,854.07
094-0000-34043	LIFE INS	82785	TOWN OF HIGHLAND INS FUND (HEALTH/LIFE INS PREM REDEV 2019 O	13.12
094-0000-35008	UTILITIES-2821 JEWETT	83066	NORTHERN IN PUBLIC SERVICE	UTILITIES- 2821 JEWETT	90.36
094-0000-35008	UTILITIES-2811 JEWETT	83067	NORTHERN IN PUBLIC SERVICE	UTILITIES-2811 JEWETT	180.80
094-0000-35008	STORM-2605 CONDDT	83053	TOWN OF HIGHLAND UTILITIES	STORM-2605 CONDDT	10.14
094-0000-35008	STORM-8620 KENNEDY	83054	TOWN OF HIGHLAND UTILITIES	STORM-8620 KENNEDY	40.67
094-0000-35008	STORM-8612 KENNEDY	83055	TOWN OF HIGHLAND UTILITIES	STORM-8612 KENNEDY	10.14
094-0000-35008	STORM-8610 KENNEDY	83056	TOWN OF HIGHLAND UTILITIES	STORM-8610 KENNEDY	10.14
094-0000-35008	STORM-8618 KENNEDY	83057	TOWN OF HIGHLAND UTILITIES	STORM-8618 KENNEDY	40.67
094-0000-39030	MUSICIAN- FEST OF THE TRAIL	83078	CHERLI MOREDICH	MUSICIAN- FEST OF THE TRAIL	150.00
094-0000-39030	INSURANCE RIDER- FESTIVAL OF THE	83075	CROWN AGENCY INC.	INSURANCE RIDER- FESTIVAL OF THE	125.00
094-0000-39030	MUSICIAN- FEST OF THE TRAIL	83076	DOMINIC RUFFALO	MUSICIAN- FEST OF THE TRAIL	150.00
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	82710	PAYROLL ACCOUNT	9/27 PRL D/S TRANSFER REDEVELOPME	4,926.25
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	82963	PAYROLL ACCOUNT	10/11PRL D/S TRANSFER REDEVELOPME	4,873.47
Total For Dept 0000					15,805.44
Total For Fund 094 Redevelopment General					15,805.44

Fund 096 Redevelopment Capital					
096-0000-31007	ROOF LEAK REPAIR-2811 JEWETT	83072	GIUTH BROTHERS ROOFING CO,	ROOF LEAK REPAIR- 2811 JEWETT	329.00
096-0000-34002	FACADE REIMBURSEMENT-2936 HIG	83070	DEF PROPERTIES LLC	FACADE REIMBURSEMENT- 2936 HIGHWA	21,898.00
096-0000-34002	INTERIOR REIMBURSEMENT-2936 H	83071	DEF PROPERTIES LLC	INTERIOR REIMBURSEMENT- 2936 HIGHW	40,000.00
096-0000-34002	INTERIOR IMPR GRANT REIMBURSE	83079	NIGHTINGALE FAMILY LLC	INTERIOR IMPR GRANT REIMBURSEMENT	1,500.00
096-0000-39019	LEGAL FEES- CAPITAL	83069	TAUBER LAW OFFICE PC	LEGAL FEES- CAPITAL	456.00
096-0000-39025	APPRAISAL-10040 KENNEDY	83069	BOCHONOWSKI APPRAISAL CO	APPRAISAL-10040 KENNEDY	2,200.00
096-0000-39025	APPRAISAL-10104 KENNEDY	83062	BOCHONOWSKI APPRAISAL CO	APPRAISAL- 10104 KENNEDY	1,800.00
096-0000-39025	APPRAISAL-10104 KENNEDY	83063	CALDWELL COMMERCIAL APPRAISA	APPRAISAL- 10104 KENNEDY	1,800.00
096-0000-39025	APPRAISAL- 10040 KENNEDY	83064	CALDWELL COMMERCIAL APPRAISA	APPRAISAL- 10040 KENNEDY	2,200.00
Total For Dept 0000					72,183.00
Total For Fund 096 Redevelopment Capital					72,183.00

Fund 250 CREDIT ECON. DEV. INCOME TAX FUND					
250-0000-35010	ECON DEV & REAL ESTATE CONSULT	83048	BRADLEY COMPANY LLC	ECON DEV & REAL ESTATE CONSULTING	1,850.00
250-0000-35010	ECON DEV & REAL ESTATE CONSUL	83049	BRADLEY COMPANY LLC	ECON DEV & REAL ESTATE CONSULTING	740.00
250-0000-35010	MARKETING CONSULTING	83082	GRIFFIN MARKETING SERVICES,	MARKETING CONSULTING	1,000.00
250-0000-35010	STRATEGIC DEVELOPMENT SERVICE	83065	KARNERBLUE ER, LLC	STRATEGIC DEVELOPMENT SERVICES	5,000.00
Total For Dept 0000					8,590.00
Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND					8,590.00

10/15/2019 12:00 PM
User: DMJ
DB: Highland

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 03/2019 - 10/22/2019
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	15,805.44
Fund 096 Redevelopment Capital	72,183.00
Fund 230 CREDIT ECON. DEV. INCOME	8,590.00

96,578.44