

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
WEDNESDAY, November 9, 2016**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Wednesday, November 9, 2016 at 6:06 PM in the Upper Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Greg Kuzmar called the meeting to order. Minutes were prepared by Cecile Petro, Redevelopment Director.

ROLL CALL: Commissioners present included Greg Kuzmar, Kathy DeGuilio-Fox, Dominic Noce, Bill Leep, and Ed Dabrowski. Also in attendance were Attorney Carol Green-Fraley, Redevelopment Director Cecile Petro, and Paul and Mindy Trzeciak, owners of The Hydrant. Kathy De-Guilio-Fox and Paul and Mindy Trzeciak entered later into the agenda.

General Substance of the Discussion

8630 Kennedy Avenue

President Kuzmar described a recent meeting with the owners of The Hydrant in order to achieve compliance with the design standards for Redevelopment Area I, which includes 8630 Kennedy Avenue, and to review their application for a Façade Improvement Grant. He continued by stating that there were two issues remaining: The Hydrant requested that their façade grant include removing and installing a new sidewalk. This is usually not covered by the façade grant as stated within the application's guidelines; however, the owners emphasized that they need to remove the sidewalk in order to put in new footings for the brick façade. The second issue revolved around the non-confirming pylon sign that does not meet the design standards and municipal sign code. Discussion ensued.

8608 Kennedy Avenue

The Attorney, Carol Green-Fraley, stated that she sent a letter to one of the appraisers to confirm that the appraisal is/is not forthcoming. If it will be forthcoming, the appraiser must respond within one week. If no response is received, the Commission will seek another appraiser.

2711 & 2717 Condit Street

Attorney Green-Fraley reported that she has been in communication with the attorney for the owner of 2711 & 2717 Condit Street. The owner rejected the offer made by the Commission, but Attorney Green-Fraley stated that they may be interested in signing an option of first refusal.

8620 Kennedy Avenue

Attorney Green-Fraley stated that she has ordered the title commitment for the property. She is optimistic that closing on the property will occur before the end of the year.

Study Session ended at 7:01PM for the Public Meeting.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING
November 9, 2016**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on November 9, 2016 at 7:01 PM in the Upstairs Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Kuzmar called the meeting to order. Taking minutes for the meeting was Director Petro.

ROLL CALL:

Present on roll call included Redevelopment Commissioners Greg Kuzmar, Ed Dabrowski, Dominic Noce, Bill Leep, and Kathy DeGuilio-Fox. Also in attendance were Attorney Carol Green-Fraley, Paul and Mindy Trzeciak, owners of The Hydrant, and Director Cecile Petro.

MINUTES OF PREVIOUS SESSIONS:

Commissioner Deguilio-Fox made a motion to approve the minutes as written for the Public Meeting and Study Session of October 12, 2016 and the Study Session of October 27, 2016. Commissioner Leep seconded the motion. **Motion carried by unanimous voice vote.**

PUBLIC COMMENTS:

Mindy Trzeciak, owner of The Hydrant, asked the Commission to approve their request for a Façade Improvement Grant as soon as possible due to the winter months approaching. She stated that the cinder block wall on Kennedy Avenue is bowing and has to be replaced and they would like to begin immediately to make repairs.

SPECIAL ORDERS: None

COMMUNICATIONS: None

UNFINISHED BUSINESS AND GENERAL ORDERS:

Commissioner Noce made a motion to Approve Resolution 2016-24, *a Resolution of the Highland Redevelopment Commission Authorizing to Enter into a Contract with the Libman Group for Consulting Services for the Town Theatre*. Commissioner Kathy DeGuilio-Fox seconded the motion. **Motion passed by unanimous voice vote.**

Commissioner Katy DeGuilio-Fox made a motion to Approve Resolution 2016-25, *A Resolution of the Highland Redevelopment Commission to Provide Preliminary Approval for an Application by The Hydrant (Paul and Mindy Trzeciak) for a Façade Improvement Grant for Property Located at 8630 Kennedy Avenue*. Commissioner Noce seconded the motion. **Motion carried by unanimous voice vote.**

NEW BUSINESS: None

ACTION TO PAY ACCOUNTS PAYABLE VOUCHERS:

Commissioner Dabrowski made a motion to pay account payables as prepared in the amount of \$77,893.43. Commissioner Leep seconded the motion. **Motion carried by unanimous voice vote.**

BUSINESS FROM THE COMMISSIONERS: None

NEXT MEETING:

The next Public Meeting will be held on December 14, 2016, at 7:00 PM. A Study Session will precede the meeting at 6:00 PM and it may reconvene following the Public meeting. The next full Study Session will be held on November 23, 2016 at 6:00 PM. The next Highland Main Street meeting will be held on Thursday, December 1, 2016 at 6:30 PM. All meetings will take place in the town hall.

ADJOURNMENT: Commissioner Noce made a motion to adjourn the meeting. Commissioner Leep seconded the motion. **Motion carried by unanimous voice vote to adjourn the meeting at 7:21 PM.**

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION RECONVENED
November 9, 2016**

The Highland Redevelopment Commission ("Commission", "RC") reconvened at 7:22 PM in the Upper Conference Room of the Municipal Building at 3333 Ridge Road, Highland, Indiana.

ROLL CALL: Present on silent roll call included Commissioners: Greg Kuzmar, Dominic Noce, Kathy DeGuilio-Fox, Bill Leep, and Ed Dabrowski. Also in attendance were Attorney Carol Green-Fraley and Director Petro.

General Substance of the Study Session

Town Theatre

Commissioners requested the Director to contact Shanahan & Shanahan regarding a typical bond schedule. Attorney Green-Fraley asked to review the completed bid package before it is sent out.

Other Possible Development in Highland

The Director reviewed several new possible developments in the town. Discussion ensued.

Study Session ended at 7:44 PM.

RESOLUTION NO. 2016-24

RESOLUTION OF THE HIGHLAND REDEVELOPMENT
COMMISSION AUTHORIZING TO ENTER INTO A
CONTRACT WITH THE LIBMAN GROUP FOR CONSULTING
SERVICES FOR THE TOWN THEATRE

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 is authorized to negotiate and enter into contracts by statute; and

WHEREAS, the Highland Redevelopment Commission has requested, received and reviewed one proposal for consulting for the Town Theatre; and

NOW, THEREFORE, be it resolved as follows:

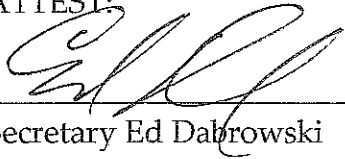
~~That it is in the best interest of the Town and the Redevelopment~~
Commission to enter into a contract with The Libman Group
for Theatre Consulting Services.

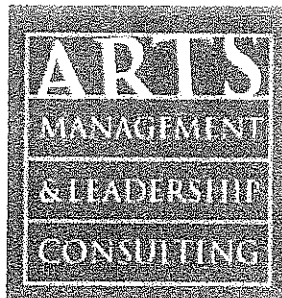
Adopted and approved at a meeting of the Highland Redevelopment Commission held on the 9th day of November, 2016.

HIGHLAND REDEVELOPMENT COMMISSION

BY: 
President Greg Kuzmar

ATTEST:


Secretary Ed Dabrowski



The Libman Group

November 8, 2016

Proposal

To

Highland Redevelopment Commission

Town Theater

As the Highland Redevelopment Commission reaches the key moment when bids will be sought and a possible funding stream will be developed for the renovation and construction of the Town Theater, The Libman Group has been asked to review and update, if necessary, its June 9, 2014 final report and the subsequent July 31, 2014 public presentation document.

Scope of Services:

- 1.) Review Final Report, specifically focusing on the economic and artistic value a small theatre brings to a community. Review all data, (revise if necessary) including the proposed budget.
- 2.) Revise public presentation document of July 31, 2014 and present to the public in January 2017 – specific date to be decided.

Fees:

The Libman Group fee structure is as follows:

- A) \$175 per hour (a reduction of the normal fee of \$ 250 per hour)

Out of pocket expenses: Expenses (non-taxable, non fee related) to be reimbursed include: parking fees, auto rental, preparation and duplication of materials and documents. All expenses will be billed at their direct cost and receipts shall be provided.

Estimated cost and time for the Libman Group to complete the proposed scope, including time for the presentation: 3 – 6 hours @ \$175/hour = \$525 - \$1,050

Steven Libman
President
The Libman Group
95 11th Street NW
Carmel, IN 46032
412-708-2222

Highland Redevelopment Commission

Resolution No. 2016-25

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT
COMMISSION TO PROVIDE PRELIMINARY APPROVAL FOR
AN APPLICATION BY THE HYDRANT (PAUL AND MINDY
TRZECIAK) FOR A FAÇADE IMPROVEMENT GRANT FOR
PROPERTY LOCATED AT 8630 KENNEDY AVENUE**

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 District"), 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 on May 28, 1997, adopted Resolution No. 1997-01 declaring the Highland Redevelopment Area to be an area in need of redevelopment within the meaning of the Act; and

WHEREAS, Resolution No. 1997-01 was confirmed by the Commission with the adoption of Resolution No. 1997-02 on July 8, 1997; and

WHEREAS, Subsequent Resolutions, No. 2003-01, No. 2005-11, No. 2006-10, No. 2007-08, and No. 2008-09 confirmed expansion of the Redevelopment Area; and

WHEREAS, the Commission accepted the 2007 Comprehensive Plan for the Highland Redevelopment Area on March 14, 2007; and

WHEREAS, the Commission has prepared, developed and approved the Supplement to the Highland Municipal Code, Section 214.180: RD-Redevelopment District (Architectural and Design Standards and Guidelines for the Redevelopment Area); and

WHEREAS, the Commission from time to time may develop a program to improve the downtown; and

WHEREAS, the Commission through its 2016 budget approved the Façade Improvement Grant Program which is intended to provide financial assistance for significant exterior building façade improvement in the Highland Downtown Redevelopment Area; and

WHEREAS, the goal of the program is to attract retail growth, additional business traffic, and catalyze investment through improved aesthetics; and

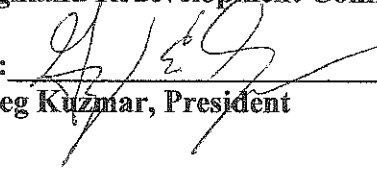
WHEREAS, The Hydrant has applied for a grant totaling \$82,325.51, of which \$59,995.49 will be supplied by The Hydrant. Thirty percent (30%) or \$22,330.02 will be reimbursed to The Hydrant upon completion of the work with approved receipts. This amount does not include reimbursement for the non-conforming pylon sign. All property taxes must be paid and up to date and there shall be no liens against the property;

NOW, THEREFORE, BE IT RESOLVED by the Highland Redevelopment Commission as follows:

1. That the Commission finds and determines that it will be of public utility and benefit to approve the application by The Hydrant for a Façade Improvement Grant for property located at 8630 Kennedy Avenue.
2. That the Commission will provide up to and not to exceed reimbursement of \$22,330.02 based upon a total project cost of \$82,325.51 removing the cost of the non-conforming pylon sign. The Hydrant will provide \$59,995.49 of the total cost for the project.
3. That all reimbursements will be made upon delivery to the Commission of approved receipts of work performed, and that all property taxes are paid and up to date and no liens have been filed on the property.
4. That this Resolution shall be in full force and effect after its adoption by the Commission.

ADOPTED AND APPROVED at a Regular Meeting of the Highland Redevelopment Commission held on the 9th day of November, 2016.

Highland Redevelopment Commission

By: 

Greg Kuzmar, President

Attest:

By: 

Ed Dabrowski, Secretary

Highland Main Street
FAÇADE GRANT PROGRAM APPLICATION

Applicant Name Marc Radovich, Project Manager United Services

Mailing Address 500 E Ridge Road Suite 201, Griffith, IN 46319

Business Name HYDRANT Dog Grooming

Business Owner Mindy and Paul Trzeciak

Business Owner Address 2849 Highway Ave Highland, IN 46322

Property Address 8630 Kennedy Ave. Highland IN 46322

Phone Number 219-923-3649

Email thehydrant@sbcglobal.net marc@usdki.com

Fax Number 219-972-6313

Estimated Start Date December/2016 Completion Date June 2017

Total Cost of Project \$ 300,000^{Total building} (\$82,325.51 per email 11-9-16 for 2 facades)

Owner Cost \$ 300,000^{Total building} (\$57,627.86 per email 11-9-16 for 2 facades)

Highland Main Street Façade Grant Program \$ ~~25,391.01~~ \$24,697.65 (per email 11-9-16 for 2 facades)

Please attach the following supporting documents:

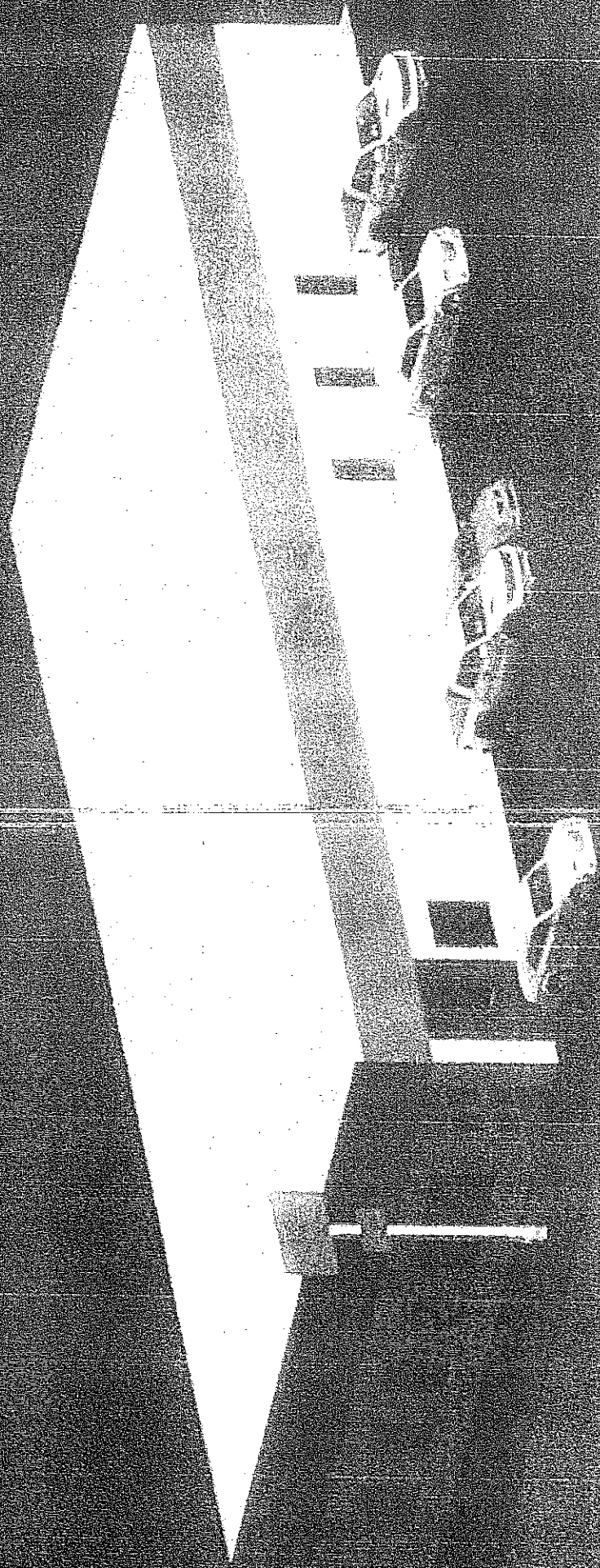
Appendix 1. Project description, including architectural renderings, where applicable. Paint color samples, where applicable.

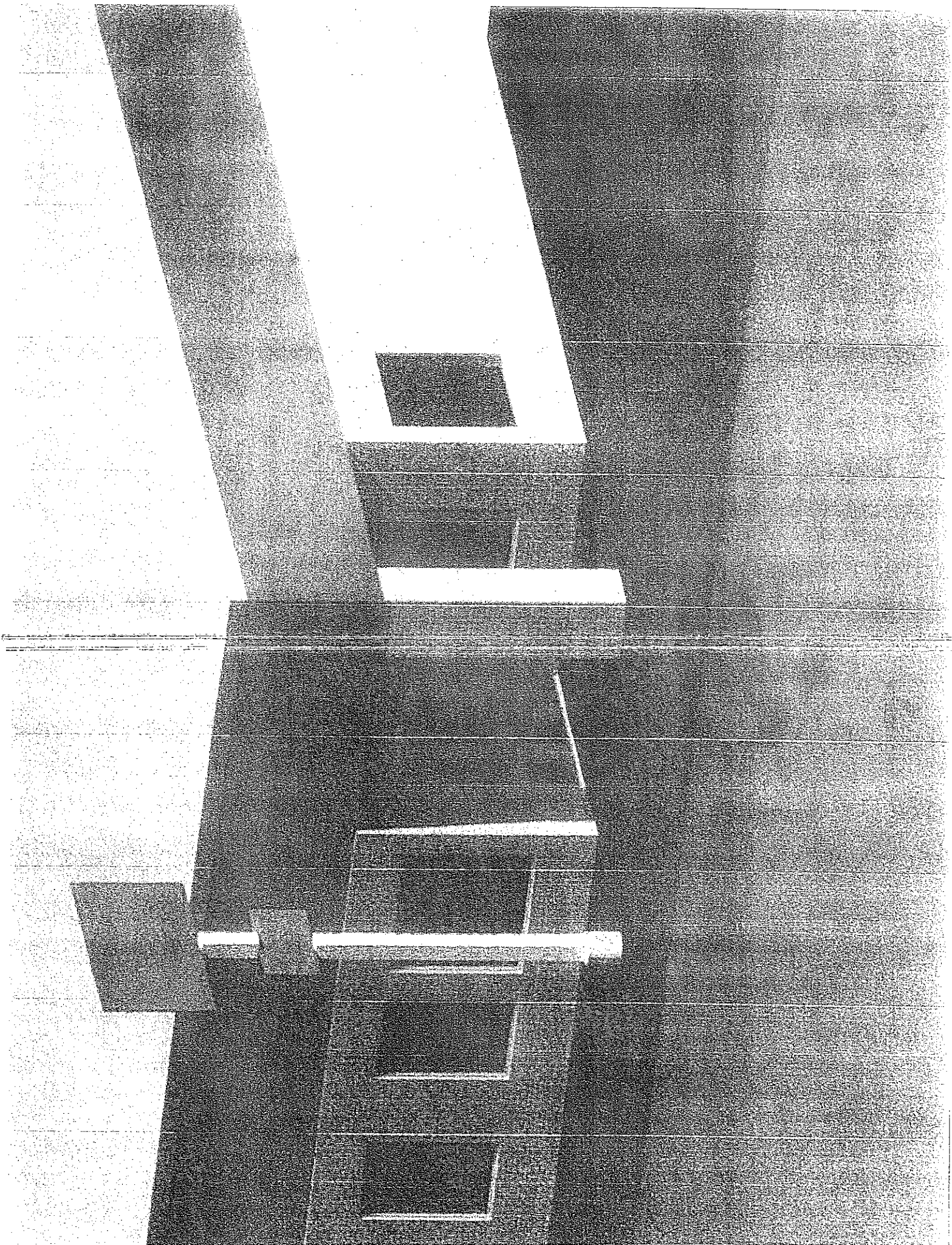
Appendix 2. Photos of existing building and close-up photos of areas to be improved.

Appendix 3. Professional cost estimates from contractors, architects, and tradesmen. Be sure to include cost estimates for both the materials and labor. One alternate estimate must be provided for comparison.

Appendix 4. Written permission of building owner, if the applicant is not the owner.

Complete and return to: Cecile Petro – Redevelopment Director, Highland Main Street Committee 3333 Ridge Road, Highland IN 46322. Please call 219-972-7598 or email ceci@hmsc.org for questions.





A

ROBINSON
BRICK

6-10

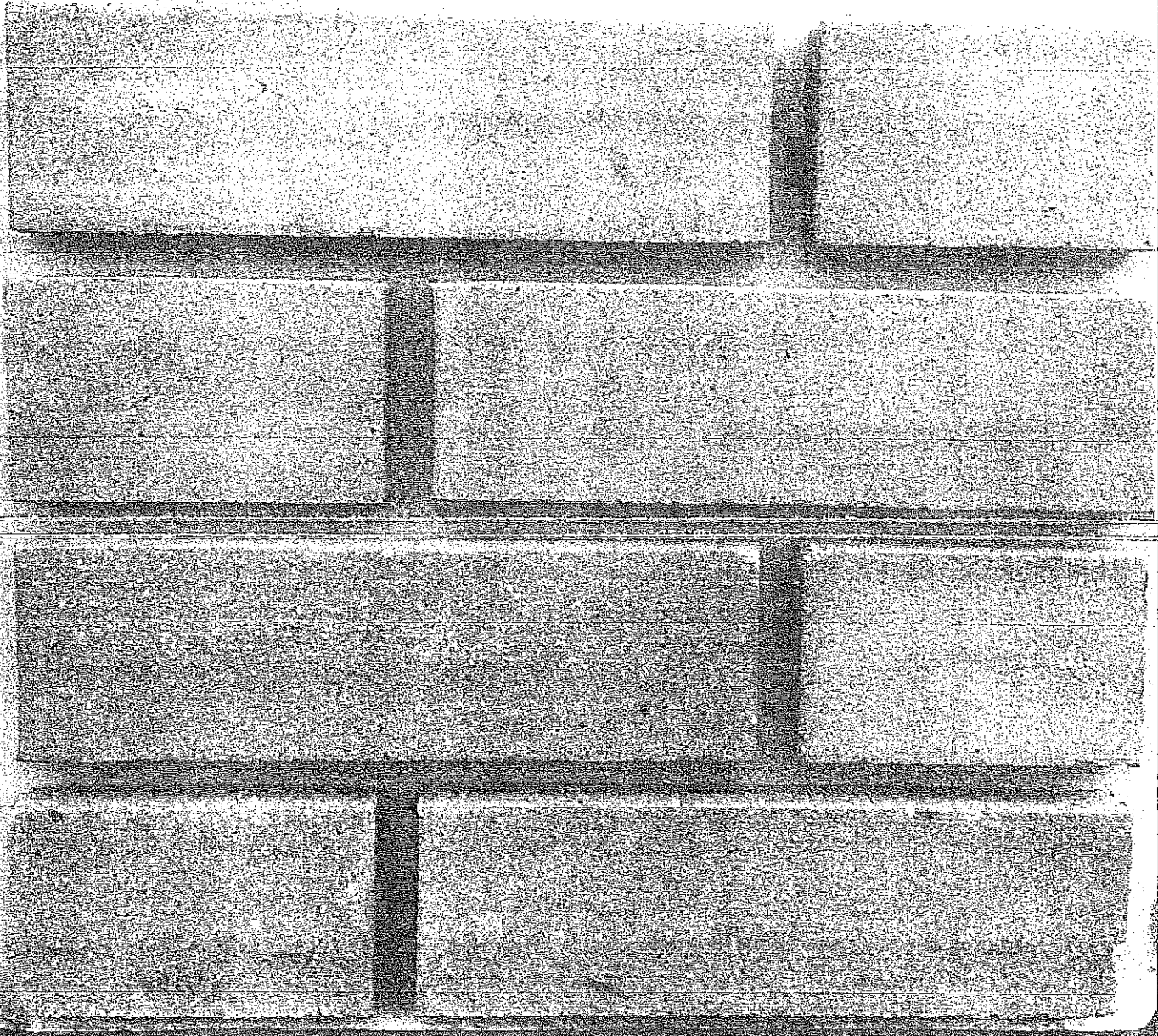


Crown Brick
& SUPPLY

1410 Boston Ave.
Crown Point, Ind.

Imperial 50 Satin

IMPORTANT NOTICE: This brick is intended for use in exterior walls. It is not recommended for use in interior walls. It is not recommended for use in areas where it will be exposed to weathering. It is not recommended for use in areas where it will be exposed to salt crystallization. It is not recommended for use in areas where it will be exposed to acid rain. It is not recommended for use in areas where it will be exposed to other environmental factors. It is not recommended for use in areas where it will be exposed to other environmental factors.



From: Marc Radovich [mailto:Marc@usdki.com]
Sent: Monday, November 07, 2016 4:45 PM
To: CPetro@highland.in.gov
Cc: paultrz@hotmail.com; Jeff Bence <Jeff@usdki.com>
Subject: Hydrant updated renderings

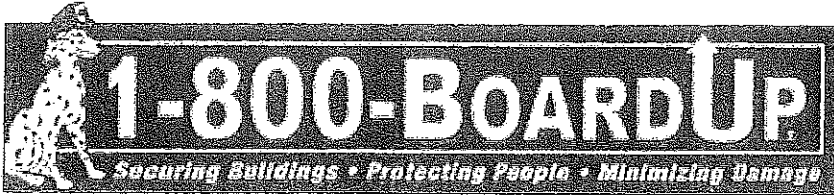
Cecil,

Please review the updated drawing for the Hydrant on Kennedy Avenue. Please review and comment. I tried very hard to get these changes made by Monday as requested which was not easy. Hopefully these meet the qualifications of the review committee.

Thank you,
Marc T. Radovich
Project Manager



<http://www.usdki.com> marc@usdki.com
Office/800-355-6302 - Fax/855-355-6302 - Cell/219-746-1027



<http://www.usdki.com>

marc@usdki.com

Office/800-355-6302 - Fax/855-355-6302 - Cell/219-746-1027

From: C Petro [mailto:CPetro@highland.in.gov]
Sent: Tuesday, November 8, 2016 3:17 PM
To: Marc Radovich; Greg Kuzmar
Subject: RE: Hydrant updated renderings
Importance: High

Dear Mr. Radovich,

Thank you for your updated renderings. In order to complete our review, we will need to know the percentage of glazing including the arcade opening for the north side of the building and provide us with your calculations. For example, we need to know the length of the building, the dimensions of each window, and the dimensions of the arcade opening on the north side. This is the municipal code reference that we discussed at our meeting last week:

Section 214.180.102 DOORS, WINDOWS AND STOREFRONTS

(M) Each floor of any building façade facing a park, open space or street shall contain transparent windows covering from fifteen (15) percent to seventy (70) percent of wall area.

In addition, we will need something in writing that states that brick will now be used for the facades. In the application, cultured stone is stated.

Lastly, please state in writing that headers and sills are also included on your façade.

We are accommodating you and your application by allowing the arcade to count toward the 15% of surface area and we will reduce the wall area by allowing only the brick of the façade (nine vertical feet) to be considered in the calculations for windows.

Please send your calculations to us as soon as possible.

Sincerely,
Cecile

Cecile LaCombe Petro
Highland Redevelopment Director
3333 Ridge Road
Highland, Indiana 46322
219-972-7598 (p)
219-972-5097 (f)

C Petro

From: Marc Radovich <Marc@usdki.com>
Sent: Wednesday, November 09, 2016 10:19 AM
To: C Petro; Greg Kuzmar
Cc: paultrz@hotmail.com; Jeff Bence
Subject: RE: Hydrant updated renderings
Attachments: brick sample hydrant.JPG; conduit street elevation calcs.jpg; Kennedy Avenue calcs.jpg

Cecil,

As stated on page one of our grant application in the binder, the brick sample that we are using for the façade is made by Robinson Brick company. It comes from Crown Brick and Supply in Crown Point, Indiana. The name of the brick is called Imperial 50 Satin. Attached in the email is the picture of the sample that has already been approved by the Redevelopment Commission.

Also attached is the calculations for the glazing square footage to ensure that we will make the 15% on the Condit Street elevation and 65% of the Kennedy Avenue elevation. This includes the Arcade Façade on the corner of Kennedy Avenue and Condit Street.

Condit Street Elevation- (1) 6'x6' window equaling 36 Square Feet (sf)

(3) 3'x6' windows equaling 54 sf

(1) 8'x8' arcade opening equaling 64 sf

Total square feet of windows and openings totaling 154 sf

Required sf of openings based on calculation of 1005.72 total sf of wall x 15% of glazing

needed totals 151 sf.

~~15% of glazing requirements have been met for Condit Street Elevation with~~
154 sf

Kennedy Avenue Elevation- (5) windows 4'6" wide x 6' tall which totals to 22.5 Lineal Feet (LF)

(1) Glass and arcade opening totaling 14' long and 6' tall

Total LF of Glass and Openings required is 35.75 LF. Calculation for that is 55LF x 65%

65% of glazing LF requirements have been met for Kennedy Ave. Elevation
with 36.5LF

Lastly, headers and sills are included in our facade grant application and bids.

Please call me with any question or concerns on this amendment. We would like be put on the meeting for tonight as we are starting to get into cold temperatures. We have our file number with the state of Indiana for our state release on the drawings. We would like to get started rebuilding the front wall ASAP so that the roof can get done before winter gets here and we also have a large amount of masonry and concrete work to be done.

Thank you in advance.

Sincerely,

Thank you.
Marc T. Radovich
Project Manager

Line Item	Contractor	Bid Amount	Low Bidder	Overhead and Profit	Total	Amount Requested From Redevelopment
Windows and Doors	P&J Glass	\$11,227.85	X	\$2,245.57	\$13,473.42	\$4,042.03
	Schererville Glass and Mirror, INC	\$16,380.00		\$3,276.00	\$19,656.00	
Signs and Graphics	Steindler Signs and Graphix	\$6,576.74	X	\$1,315.35	\$7,892.09	\$2,367.63
	Gary Sign Co.	\$10,340.39		\$2,068.08	\$12,408.47	
Sidewalk and Brick Ledge	Midwest Badger Concrete and Masonry	\$5,800.00	X	\$1,160.00	\$6,960.00	\$2,088.00
	Hoosier Concrete Construction Inc.	\$8,540.00		\$1,708.00	\$10,248.00	
Brick and Block	Adams Masonry, INC	\$44,000.00	X	\$8,800.00	\$52,800.00	\$15,840.00
	Rich Construction	\$44,900.00		\$8,980.00	\$53,880.00	
Painting for Metal Panels	Paramount Painting, LLC	\$1,000.00	X	\$200.00	\$1,200.00	\$360.00
	Totals	\$68,604.59		\$13,720.92	\$82,325.51	\$24,697.65

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 10/17/2016 - 11/10/2016
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: 07

Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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und 094 Redevelopment General

96-0000-31000	D/S BULK PAPER	THE PAPER CORPORATION	D/S BULK PAPER	224.18	
96-0000-31005	PORTABLE RESTROOM RENTAL-FEST O	AIDE RENTALS AND SALES,	PORTABLE RESTROOM RENTAL- FEST OF TRA	171.00	
96-0000-31007	QUAD TOWN MEETING AND LUNCHEON	CECILE PETRO (R)	BUSINESS LUNCHEONS AND POSTAGE	43.88	
96-0000-31007	MEMBERSHIP LUNCH TICKET-OCTOBER	HIGHLAND CHAMBER OF COMM	MEMBERSHIP LUNCH TICKET-OCTOBER	15.00	
96-0000-32001	POSTAGAE FOR GRANT APP. 9-28-16	CECILE PETRO (R)	BUSINESS LUNCHEONS AND POSTAGE	22.29	
96-0000-34023	HEALTH	TOWN OF HIGHLAND INS FUN	11/16 D/S REDEVELOPMENT HEALTH PREMIU	1,393.03	
96-0000-34043	LIFE	TOWN OF HIGHLAND INS FUN	11/16 D/S REDEVELOPMENT HEALTH PREMIU	6.64	
96-0000-35008	ELECTRIC-8618 KENNEDY-THRU 10/2	NORTHERN IN PUBLIC SERVI	ELECTRIC-8618 KENNEDY-THRU 10/26/16	47.08	
96-0000-35008	GAS-8618 KENNEDY-THRU 10/24/16	NORTHERN IN PUBLIC SERVI	GAS-8618 KENNEDY-THRU 10/24/16	32.10	
96-0000-39003	AD-FESTIVAL OF THE TRAIL	BAKTER DESIGN & ADVERTIS	AD- FESTIVAL OF THE TRAIL	45.00	
96-0000-39030	STREET MUSICIAN- 10/15/16	RONALD E BARANY	STREET MUSICIAN- 10/15/16	150.00	25869
96-0000-45200	REDEVELOP GEN TRANSFER GROSS	PAYROLL ACCOUNT	10/14PRL D/S TRANSFER REDEVELOPMENT	4,091.45	25981
96-0000-45200	REDEVELOP GEN TRANSFER GROSS	PAYROLL ACCOUNT	10/28PRL D/S TRANSFER REDEVELOPMENT	4,408.89	
		Total For Dept 0000		10,650.54	

und 096 Redevelopment Capital

96-0000-31005	TT ARCHITECT/ENGINEER FEES	MORRIS ARCHITECT PLANNER	TT ARCHITECT/ ENGINEER FEES	65,819.20	
96-0000-31005	TT ARCH/ENGINEER EXPENSES	MORRIS ARCHITECT PLANNER	TT ARCH/ENGINEER EXPENSES	347.33	
96-0000-31007	UTILITIES-2811 JEWETT THRU 10/2	NORTHERN IN PUBLIC SERVI	UTILITIES-2811 JEWETT THRU 10/24/16	117.72	
96-0000-31007	UTILITIES-8610/8612 KENNEDY-THR	NORTHERN IN PUBLIC SERVI	UTILITIES-8610/8612 KENNEDY-THRU 10/2	118.64	
96-0000-31008	PRUNE TREES-IND BLVD GATEWAY	THE GRT AMERICAN LANDSCA	PRUNE TREES & REMOVE DEAD TREES	840.00	
		Total For Dept 0000		67,242.89	
		Total For Fund 096 Redevelopment Capital		67,242.89	

User: STP
DB: Highland

EXP CHECK RUN DATES 10/17/2016 - 11/10/2016
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: 07

GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

Fund Totals:

Fund 094 Redevelopment	10,650.54
Fund 096 Redevelopment	67,242.89
Total For All Funds:	77,893.43