

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
MONDAY, NOVEMBER 18, 2019**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Monday, November 18, 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 7:00 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; Larry Kondrat, Board of Waterworks Directors; Roger Sheeman, resident; Tom Black, 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.
2. **Public Offering of 2811 Jewett and 2821 Jewett.** Ms. DeGuilio-Fox reminded Commissioners that interest in purchasing the two properties had been expressed and she had been instructed to move forward with the process required by Indiana statute for selling property owned by a redevelopment commission. She explained what the process required and advised that Resolution 2019-33, on the Commissions plenary business meeting agenda, would allow them to move forward with the process. Ms. DeGuilio-Fox also advised the Commissioners that the required description of property, offering sheet and Notice of Request for Proposals was included in their packet. She further advised that the offering price was determined based on the appraisals and that all of the information included in the packet had been reviewed and approved by Tom Pitman, attorney with Barnes & Thornburg. Attorney Pitman has a trusted level of knowledge based on his practicing economic development and redevelopment law for the past 35 years. Ms. DeGuilio-Fox advised that should the Commissioners adopt Resolution 2019-33 the notice would be sent immediately to the local newspaper and advertised twice, first on Monday, November 25th and second on Monday, December 2nd. RFP's will be due by 4:00 PM on Monday, December 16th and any proposals that are submitted will be opened at that meeting of the Highland Redevelopment Commission for a determination that evening as to which proposal would be accepted.
3. **Banner Poles & Hardware:**
 - a. **Potential Banner Pole Locations:** Ms. DeGuilio-Fox presented the spreadsheet listing the location of street light poles on Kennedy Avenue between Highway Avenue and 41st Street as well as those on the School Town of Highland High School and Middle School campuses. She advised that while the Town is not able to pay for the banner hardware for those poles located on School Town of Highland property there might be interest in working collaboratively so that both the Redevelopment Commission and the School Town could take advantage of the quote provided with the pole location spreadsheet. Ms. DeGuilio-Fox explained that the higher the number of hardware kits were purchased the more of a discount could be received. School Board member Pat Krull acknowledged he had received Ms. DeGuilio-Fox's voice message but

had been unable to respond in this regard. He advised he would take the information provided to Superintendent Brian Smith to discuss.

- b. **Hardware Costs:** Ms. DeGuilio-Fox advised that a quote from Display Sales was also attached to the pole location spreadsheet. And, she advised that this product had been discussed with Jeff Siple, Highland Public Works, who is familiar with the type of hardware currently used for displaying flags and banners. This was the firm that he felt provided a quality product at a reasonable price.

Discussion ensued. Ms. DeGuilio-Fox was advised to look into additional poles between 41st Street and 45th Street on Kennedy Avenue and inquire as to whether this additional number would drop the unit price of the hardware kits further. She will bring this information to the December 2, 2019 study session for the Commissioners to review.

4. Comments from the Commissioners: There were no further comments from the Commissioners.

There being no further business, the November 18, 2019 study session of the Highland Redevelopment Commission was adjourned at 7:06 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING MINUTES
MONDAY, NOVEMBER 18, 2019**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on November 18, 2019 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Zemen called the meeting to order at 7:06 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, Dan Vassar, Steve Wagner and Bernie Zemen. A quorum was attained. Commissioner Mark Herak arrived shortly after roll call was taken.

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; Larry Kondrat, Board of Waterworks Directors; Roger Sheeman, Highland resident; Tom Black, 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 October 21, 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 four affirmatives and no negatives.

Communications: None

Public Comment: None

Special Orders: None

Unfinished Business and General Orders: None

New Business:

1. **Consideration of Resolution 2019-33: Resolution of the Highland Redevelopment Commission Regarding Disposition of Property and Matters Related Thereto.** Commissioner Steve Wagner moved to adopt Resolution 2019-33. Commissioner Griffin seconded the motion. No discussion. Upon a roll call vote, the motion passed by a vote of five affirmatives and no negatives.

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 October 23, 2019 through November 19, 2019 and the payroll dockets for October 25, 2019 and November 8, 2019 as presented, in the amount of \$60,271.98. Commissioner Wagner 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, \$13,956.98; Redevelopment Capital Fund, \$40,390.00; and CEDIT Economic Development Income Tax Fund, \$5,925.00. Total: \$60,271.98.

**Payroll Docket for Payday of October 25, 2019 and November 8, 2019: Redevelopment
Department: Total Payroll: \$8001.60.**

Business from the Commissioners: None

Next Meeting: The next full Study Session is scheduled for December 2, 2019. The next Public Meeting will take place on December 16, 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, December 5, 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 November 18, 2019 public meeting of the Highland Redevelopment Commission was adjourned at 7:17 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

**TOWN OF HIGHLAND
HIGHLAND REDEVELOPMENT COMMISSION
RESOLUTION NO. 2019-33**

**RESOLUTION OF THE HIGHLAND REDEVELOPMENT
COMMISSION REGARDING DISPOSITION OF
PROPERTY, AND MATTERS RELATED THERETO**

WHEREAS, the Highland Redevelopment Commission (the "Commission"), as the governing body for the Highland Redevelopment Department (the "Department"), pursuant to Indiana Code 36-7-14, as amended (the "Act"), has established the Highland Downtown Redevelopment Area (the "Economic Revitalization Area"), as an economic development area pursuant to Section 41 of the Act; and

WHEREAS, the Commission desires to dispose of certain property as described in Exhibit A hereto (the "Property"), or a portion thereof, pursuant to the terms of an Offering Sheet substantially in the form set forth in Exhibit B hereto; and

WHEREAS, pursuant to Section 22 of the Act, the Commission is required to cause to be published in accordance with law a notice of disposition of the Property; and


WHEREAS, the Commission has obtained appraisals for the Property in accordance with law;

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

1. The Commission hereby authorizes and directs its President to cause to be published a notice of disposition of the Property pursuant to Section 22 of the Act.
2. The appraisals for the Property, obtained by the Commission as required by Section 22 of the Act, are hereby accepted and approved.
3. The Offering Sheet substantially in the form set forth in Exhibit B hereto is hereby approved.
4. This Resolution shall take effect immediately upon its adoption by the Commission.


DULY RESOLVED AND ADOPTED by the Redevelopment Commission of the Town of Highland, Lake County, Indiana this 18th day of November, 2019 having passed by a vote of 5 in favor and 0 opposed.

REDEVELOPMENT COMMISSION of the
TOWN of HIGHLAND, INDIANA



Bernie Zemen, President

ATTEST:



Mark Herak, Secretary

**NOTICE OF REQUEST FOR PROPOSALS
HIGHLAND REDEVELOPMENT COMMISSION
TOWN OF HIGHLAND, LAKE COUNTY, INDIANA**

Notice is hereby given that the Highland Redevelopment Commission (the "Commission") will accept sealed proposals at the office of the Redevelopment Commission, located in the Highland Town Hall at 3333 Ridge Road, Highland, Indiana, up to the hour of 4:00 PM (CST) on the 16th day of December 2019. Notice is further given that a public meeting of the Commission will be held on the 16th day of December, 2019 at 7:00 pm (CST) at 3333 Ridge Road, Highland, Indiana, at which time and place the Commission shall open and consider each proposal pursuant to Indiana Code 36-7-14-22, for the purchase of certain real property, being made available for development purposes in the Highland Downtown Redevelopment Area I, said property including .234 acres, more or less.

The Offering Sheet containing a detailed description of and the offering price for the property described above and terms upon which the sale shall be awarded, as well as certain limitations on the use to be made of the property described above, is available for review at the office of the Town of Highland Redevelopment Commission, located at 3333 Ridge Road, Highland, Indiana.

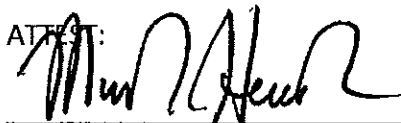
Each proposal shall be executed in the manner provided for in the Offering Sheet. Pursuant to Indiana Code 36-7-14-22, any proposal submitted by a trust (as defined in Indiana Code 30-4-1-1(a) must identify each (i) beneficiary of the trust and (ii) settlor empowered to revoke or modify the trust.

Dated this 18th day of November 2019.

Town of Highland, Lake County, Indiana
Redevelopment Commission


Bernie Zemen, President

ATTEST:



Mark Herak, Secretary

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

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 094 Redevelopment General						
Dept 0000						
094-0000-31001	LEGAL FEES- GENERAL MATTERS	83510	TAUBER LAW OFFICE PC	LEGAL FEES- GENERAL MATTERS	1,273.00	
094-0000-31003	ENGINEERING SERVICES	83507	NIES ENGINEERING, INC.	ENGINEERING SERVICES	653.01	
094-0000-34023	HEALTH INS	83420	TOWN OF HIGHLAND INS FUND (HEALTH/LIFE INS PREM REDEV 2019 N	1,854.07	
094-0000-34043	LIFE INS	83420	TOWN OF HIGHLAND INS FUND (HEALTH/LIFE INS PREM REDEV 2019 N	13.12	
094-0000-35008	UTILITIES-2821 JEWETT	83508	NORTHERN IN PUBLIC SERVICE	UTILITIES-2821 JEWETT	90.67	
094-0000-35008	UTILITIES-2811 JEWETT	83509	NORTHERN IN PUBLIC SERVICE	UTILITIES-2811 JEWETT	156.74	
094-0000-35008	STORM-8620 KENNEDY	83511	TOWN OF HIGHLAND UTILITIES	STORM-8620 KENNEDY	40.67	
094-0000-35008	STORM-8612 KENNEDY	83512	TOWN OF HIGHLAND UTILITIES	STORM-8612 KENNEDY	10.14	
094-0000-35008	STORM-8610 KENNEDY	83513	TOWN OF HIGHLAND UTILITIES	STORM-8610 KENNEDY	10.14	
094-0000-35008	STORM-8618 KENNEDY	83514	TOWN OF HIGHLAND UTILITIES	STORM-8618 KENNEDY	40.67	
094-0000-45200	STORM- 2605 CONDIRT	83515	TOWN OF HIGHLAND UTILITIES	STORM- 2605 CONDIRT	10.14	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	83269	PAYROLL ACCOUNT	10/25 PRL D/S TRANSFER REDEVELOPM	4,931.14	31447
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	83435	PAYROLL ACCOUNT	11/8PRL D/S TRANSFER REDEVELOPMEN	4,873.47	31489
	Total For Dept 0000				13,956.98	
	Total For Fund 094 Redevelopment General				13,956.98	

Fund 096 Redevelopment Capital						
Dept 0000						
096-0000-37501	ASPHALT-HIGHWAY @2ND & 4TH	83506	GALLAGHER ASPHALT CORPORATI	ASPHALT- HIGHWAY @2ND & 4TH	40,290.00	
096-0000-39040	GARDEN BED NAMEPLATES	83505	CROWN TROPHY	GARDEN BED NAMEPLATES	100.00	
	Total For Dept 0000				40,390.00	
	Total For Fund 096 Redevelopment Capital				40,390.00	

Fund 250 CREDIT ECON. DEV. INCOME TAX FUND						
Dept 0000						
250-0000-35010	ECON DEV & REAL ESTATE CONSUL	83503	BRADLEY COMPANY LLC	ECON DEV & REAL ESTATE CONSULTING	925.00	
250-0000-35010	STRATEGIC DEVELOPMENT SERVICE	83504	KARNERBLUE ER, LLC	STRATEGIC DEVELOPMENT SERVICES	5,000.00	
	Total For Dept 0000				5,925.00	
	Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND				5,925.00	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND

EXP CHECK RUN DATES 10, 2019 - 11/19/2019

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	13,956.98	
Fund 096 Redevelopment Capital	40,390.00	
Fund 250 CREDIT ECON. DEV. INCOME	5,925.00	

60,271.98