

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
MONDAY, NOVEMBER 20, 2017**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Monday, November 20, 2017 at 7:37 p.m. in the Council Chamber of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Bernie Zemen called the meeting to order. Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director.

Roll Call: Commissioners present Mark Herak, Michael Griffin, Dan Vassar, Steve Wagner and Bernie Zemen. A quorum was attained.

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

Additionally present: Larry Kondrat was additionally present.

General Substance of the Discussion

Agenda for Public Meeting: Redevelopment Director Kathy DeGuilio-Fox reviewed the public meeting agenda with the Commission. There were no questions or comments.

Highland Main Street: Director DeGuilio-Fox provided information about activities Highland Main Street has discussed and may be involved in including:

1. Small Business Saturday, November 25th. HMS is holding a Downtown Cash Mob event. Numerous downtown businesses will participate and commit to having smaller price point merchandise available for sale. This event has been highlighted on our social media sites.
2. The Highland library will sponsor an event beginning on November 25th through December 16th for individuals who purchase at small businesses in Highland. If receipts are taken to the library the individual will be entered into a raffle to win a \$25 gift certificate to the business of their choice. The drawing will be held on December 18th.
3. HMS will participate in caroling at the annual town tree lighting ceremony after the Santa parade through downtown on Saturday, November 25th.

Cardinal Campus/Prairie & Main: Ms. DeGuilio-Fox made a short report of economic impact statistics received from the Cardinal Campus team. This information is important so that the Town is aware of the economic impact the project will make. Highlights of the report included:

- Approximately 50% of the total construction cost is for labor. (Provided by Tim Kirkby and Scott Olthoff, Cardinal Campus project GM)
- The surgical center will initially employ ten (10) individuals with salaries ranging from \$500,000 annually to \$20,000 annually. Positions include surgeon, assistant surgeon, surgical techs, administrator, clerical and maintenance staff. The gross total annual salary will be approximately \$1,000,000.00.
- The boutique hotel will have numerous employees to cover several shifts. The various employee categories include management, front desk staff, accounting, marketing, housekeeping and maintenance. The gross total annual salary will be approximately \$557,675.61.

- that letters of engagement for financial advisory services, bond and local counsel were sent following the passage of the appropriate resolutions on Monday, October 16, 2017. Having these professionals in place allows for a project timeline to be created. A meeting of the Highland Economic Development Commission is tentatively scheduled for Tuesday, November 28th as a result of the Highland Town Council's appointment of Michael Wieser, as the third member of the Highland Economic Development Commission, was made on October 23rd.

Kennedy Avenue Corridor Plan:

1. Using a map of the corridor plan district the area was reviewed.
2. Director DeGuilio-Fox reminded Commission members that the Plan had been developed with a NIRPC grant that supports the creation of livable communities. The completed Plan was submitted to Commission members in June of 2017 as information and thought to be a worthwhile exercise to revisit and use what is thought to be appropriate.
3. Commissioners were reminded that current design standards were used as a basis for Plan recommendations.

Following recent suggestions to establish a plan prior to making any decisions about what will be done in the corridor plan district, Director DeGuilio-Fox recommended the highest and best used be determined by using relevant information from the Plan so when feasible the Commission will be able to move forward as quickly as possible.

Discussion ensued as to what the highest and best uses could be and culminated with the Commissioners asking the Redevelopment Director to schedule demolition of 8610, 8612 and 8616 Kennedy Avenue before the end of the year. If 8620 Kennedy Avenue has not been vacated by the time demolition begins, that work will be done as soon as permissible.

The Study Session ended at 8:00 p.m.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING MINUTES
MONDAY, NOVEMBER 20, 2017**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on November 20, 2017 at 8:01 p.m. in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Zemen called the meeting to order. 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, Rhett Tauber, Esq. Redevelopment Commission Attorney, and Kathy DeGuilio-Fox, Redevelopment Director were present.

Additionally present: Larry Kondrat was additionally present.

Minutes of the Previous Meetings: Commissioner Michael Griffin made a motion to approve the minutes as written of the Study Session, Public Meeting of October 16, 2017 and the Minutes of the Study Session of November 6, 2017. Commissioner Dan Vassar seconded the motion. Upon a roll call vote the motion was passed. The minutes were approved.

Public Comment: Larry Kondrat complimented the Redevelopment Commission on doing a fantastic job.

Special Orders: None

Communications: None

Unfinished Business and General Orders: None

New Business:

Adoption of Resolution 2017-31: A Resolution Providing for the Transfer of Appropriation Balances from and Among Major Budget Classifications in the Redevelopment General Fund. Redevelopment Director, Kathy DeGuilio-Fox commented that the resolution would allow the Redevelopment Department to reduce, in the amount of \$400.00, Line Item 390.30 Main Street Professional Services and transfer the amount of \$103.48 to Line Item 200.03 Miscellaneous Supplies and the amount of \$296.52 to Line Item 200.04 Main Street Supplies. Commissioner Michael Griffin made a motion to adopt Resolution 2017-31. Commissioner Mark Herak seconded the motion. Upon a roll call vote, the motion was passed. The resolution was adopted.

Action to Pay Accounts Payable Vouchers: Commissioner Vassar made a motion to pay account payables as presented in the amount of \$18,673.01. Commissioner Herak seconded the motion. Upon a roll call vote and with an abstention from Commissioner Michael Griffin, the motion passed.

Business from the Commissioners: None

Next Meeting: The next full Study Session will be held on December 4, 2017 at 7:30 p.m. The next Public Meeting will be held on December 18, 2017 at 8:00 p.m. A Study Session at 7:30 p.m. will precede the

public meeting and reconvene following after the public meeting if deemed necessary. The next meeting of the Highland Main Street will be Thursday, December 7, 2017 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 20, 2017 public meeting of the Highland Redevelopment Commission was adjourned at 8:29 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

RESOLUTION NO. 2017-31

A RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the REDEVELOPMENT GENERAL FUND

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the Redevelopment General Fund;

NOW, THEREFORE BE IT RESOLVED by the 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 specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

Section 2. That is has been shown that certain existing unobligated appropriations of the Redevelopment Department in the Corporation General Fund which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

REDEVELOPMENT GENERAL FUND

Reduce Accounts:

#39030 Main Street Prof Services \$ 400.00

Total 300 Series Reductions: \$ 400.00

Increase Accounts:

#20003 Misc Supplies \$ 103.48

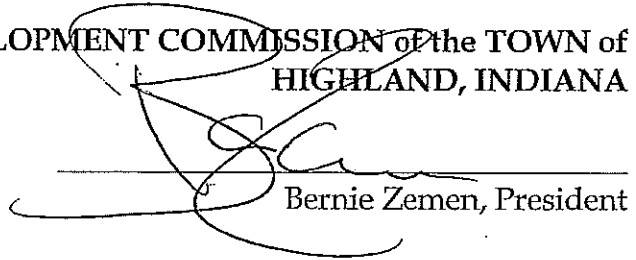
#20004 Main Street Supplies \$ 296.52

Total 200 Series Increases \$ 400.00

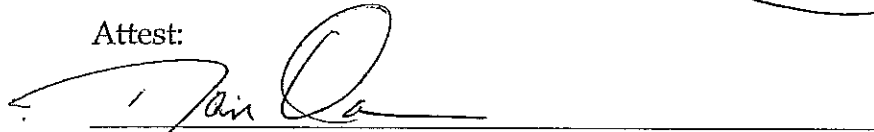
Total of All Fund Decreases: \$ 400.00
Total of All Fund Increases: \$ 400.00

DULY RESOLVED and ADOPTED this 20st Day of November 2017 by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

REDEVELOPMENT COMMISSION of the TOWN of
HIGHLAND, INDIANA


Bernie Zemen, President

Attest:


Dan Vassar, Secretary

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #
 BANK CODE: 07

Fund 094 Redevelopment General

094-0000-09000	REFUND- FESTIVAL OF THE TRAIL	69980	AMERICAN FAMILY INSURANCE	REFUND- FESTIVAL OF THE TRAIL CAN	25.00	
094-0000-09000	REFUND- FESTIVAL OF THE TRAIL	69978	JAMES LESLIE	REFUND- FESTIVAL OF THE TRAIL CAN	25.00	
094-0000-09000	REFUND- FESTIVAL OF THE TRAIL	69976	KIMBERLY NEFF	REFUND- FESTIVAL OF THE TRAIL CANC	25.00	
094-0000-09000	REFUND- FESTIVAL OF THE TRAIL	69982	LEA DIAZ	REFUND- FESTIVAL OF THE TRAIL CAN	25.00	
094-0000-09000	REFUND- FESTIVAL OF THE TRAIL	69984	LORI PLESNA	REFUND- FESTIVAL OF THE TRAIL CAN	25.00	
094-0000-09000	REFUND- FESTIVAL OF THE TRAIL	69977	RACHEL HIBBARD	REFUND- FESTIVAL OF THE TRAIL CANC	25.00	
094-0000-09000	REFUND- FESTIVAL OF THE TRAIL	69979	STAR SHEEHAN	REFUND- FESTIVAL OF THE TRAIL CANC	25.00	
094-0000-09000	REFUND- FESTIVAL OF THE TRAIL	69983	TIGER PLUMBING LLC	REFUND- FESTIVAL OF THE TRAIL CAN	25.00	
094-0000-20003	OFFICE TABLE & CHAIRS	70078	VIRGIL POP	REFUND- FESTIVAL OF THE TRAIL CAN	2,158.24	
094-0000-20004	PARTIAL MORAL REIMBURSEMENT	70061	HDW COMMERCIAL INTERIORS	OFFICE TABLE & CHAIRS	391.29	
094-0000-31001	LEGAL FEES-GENERAL MATTERS	70073	MELISSA WASHBORN	PARTIAL MORAL EXPENSES REIMBURSEM	893.00	
094-0000-31004	OCTOBER MEMBERSHIP MEETING TI	70080	TAUBER LAW OFFICE PC	LEGAL FEES-GENERAL MATTERS	30.00	
094-0000-31004	LAKESHORE CHAMBER BUSINESS EX	70063	HIGHLANDGRIFFITH CHAMBER OF	OCTOBER MEMBERSHIP MEETING TICKET	35.00	
094-0000-32002	NWI FORUM LUNCHEON TICKET- 11	70074	KATHY J FOX	MILEAGE & BUSINESS EXPO TICKET	25.00	
094-0000-34023	MILEAGE	70063	NORTHWEST INDIANA FORUM INC	NWI FORUM LUNCHEON TICKET-11/30/1	61.53	
094-0000-34043	HEALTH INS	70104	KATHY J FOX	MILEAGE & BUSINESS EXPO TICKET	1,502.98	
094-0000-35008	UTILITIES-8610/8612 KENNEDY-T	70064	TOWN OF HIGHLAND INS FUND (NOV HEALTH/LIFE INS PREM REDEV	13.06	
094-0000-35008	GAS-8618 KENNEDY- THRU 10/24/	70070	NORTHERN IN PUBLIC SERVICE	UTILITIES-8610/8612 KENNEDY-THRU	117.83	
094-0000-35008	ELECTRIC-8618 KENNEDY-THRU 10	70071	NORTHERN IN PUBLIC SERVICE	GAS-8618 KENNEDY-THRU 10/24/17	64.20	
094-0000-35008	UTILITIES-2821 JEWETT-THRU 10	70072	NORTHERN IN PUBLIC SERVICE	ELECTRIC-8618 KENNEDY-THRU 10/24/	51.36	
094-0000-35008	UTILITIES-2811 JEWETT-THRU 10	70075	NORTHERN IN PUBLIC SERVICE	UTILITIES-2821 JEWETT-THRU 10/24/	59.75	
094-0000-35008	UTILITIES-8620 KENNEDY-THRU	70065	NORTHERN IN PUBLIC SERVICE	UTILITIES-2811 JEWETT-THRU 10/24/	134.01	
094-0000-35008	STORM-2605 CONDIT-THRU 10/13/	70066	TOWN OF HIGHLAND UTILITIES	UTILITIES-8620 KENNEDY-THRU 10/6	72.06	
094-0000-35008	STORM- 8610 KENNEDY- THRU 10/	70067	TOWN OF HIGHLAND UTILITIES	STORM- 2605 CONDIT-THRU 10/13/17	10.14	
094-0000-35008	STORM-8612 KENNEDY-THRU 10/6/	70068	TOWN OF HIGHLAND UTILITIES	STORM- 8610 KENNEDY-THRU 10/6/17	10.14	
094-0000-35008	STORM-8618 KENNEDY-THRU 10/13	70069	TOWN OF HIGHLAND UTILITIES	STORM-8612 KENNEDY-THRU 10/6/17	10.14	
094-0000-39003	FESTIVAL OF THE TRAIL AD	70081	BAKTER DESIGN & ADVERTISING	STORM-8618 KENNEDY-THRU10/13/17	40.67	
094-0000-39003	AD LISTING-TRADE & INDUSTRY M	70060	DUE NORTH CONSULTING, INC	FESTIVAL OF THE TRAIL AD	120.00	
094-0000-39030	STREET MKT MUSICIAN-9/27/17	70079	JOSEPH D KOSTYK	AD LISTING-TRADE & INDUSTRY MAGAZ	300.00	
094-0000-39030	MURAL STIPEND-2825 JEWETT	70062	MELISSA WASHBURN	STREET MKT MUSICIAN-9/27/17	150.00	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	69662	PAYROLL ACCOUNT	MURAL STIPEND-2825 JEWETT	500.00	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	69826	PAYROLL ACCOUNT	10/27PRL D/S TRANSFER REDEVELOPME	4,766.59	27880
				11/10PRL D/S TRANSFER REDEVELOPME	4,710.60	27905
			Total For Dept 0000		16,451.59	
			Total For Fund 094 Redevelopment General		16,451.59	

Fund 096 Redevelopment Capital						
Dept 0000						
096-0000-31007	PROPERTY MGT FEE-OCTOBER	70076	ROSE REAL ESTATE	OCTOBER MGT FEE & REPAIRS-2813 JE	314.50	
096-0000-34002	AMENDED FIG REIMBURSEMENT-863	70077	DANTRAGER ENTERPRISE	AMENDED FIG REIMBURSEMENT-8630 KE	1,906.92	
			Total For Dept 0000		2,221.42	
			Total For Fund 096 Redevelopment Capital		2,221.42	

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

Fund 094 Redevelopment General					16,451.59	
Fund 096 Redevelopment Capital					2,221.42	

18,673.01