

HIGHLAND REDEVELOPMENT COMMISSION
DISCUSSION TOPICS for STUDY SESSION - DRAFT
TUESDAY, DECEMBER 15, 2020
7:00 P.M.

This meeting will be convened as an electronic meeting pursuant to Governor Holcomb's Executive Order 20-04, 20-09 and 20-25 now extended through 31 December 2020 by his Order 20-49, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency.

People may observe the meeting by joining the meeting on the Zoom platform
<https://zoom.us/j/95996433583?pwd=a0REUXhjTXkwcWp3aGwOEK0bmFnQT09>

Further, persons wishing to join the meeting may access the electronic meeting by using the preceding Zoom link and adding the **Meeting ID:** 959 9643 3583 and **Password:** 522588

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TUESDAY, DECEMBER 15, 2020
7:00 P.M

1. Parking Lot Project Highway & Kennedy – Update
2. Downtown Streetlight Retrofit – Update and Action Requested
3. Container Market – Update
4. Commercial Property Improvement Grants – Update and Action Requested
5. Highland Main Street – December Restaurant Crawl
6. Redevelopment Commissioners Comments

AGENDA FOR PLENARY MEETING

HIGHLAND REDEVELOPMENT COMMISSION

This meeting will be convened as an electronic meeting pursuant to Governor Holcomb's Executive Order 20-04, 20-09 and 20-25 and now extended by Executive Order 20-49 through 31 December 2020 allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the emergency.

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MONDAY, DECEMBER 15, 2020

7:00 P.M.

DRAFT

Roll Call:

Commissioner Jack Havlin
Commissioner Cyril Huerter
Commissioner Robyn Radford
Commissioner Renee Reinhart
Commissioner Tony Washick

Minutes of Previous Sessions:

1. Approve Minutes of Study Session and Plenary Business Meeting of November 24, 2020.
2. Approve Minutes of Study Session of December 8, 2020

Special Orders:

Public Comment:

Communications:

Unfinished Business and General Orders:

New Business:

1. **Consideration of Resolution 2020-29: A Resolution of the Highland Redevelopment Commission to Amend Resolution 2019-28 and Resolution 2020-24 and Provide a Completion Extension for a Commercial Property Façade Improvement Grant to Bill Les, Les Café Pancake House, of Property Located at 2708-2720 Highway Avenue.**
2. **Consideration of Resolution 2020-30: Resolution of the Highland Redevelopment Commission Accepting the Quote of Chicago Lightworks for the Downtown Street Lighting Replacement Project Being the Lowest Responsive and Responsible Quote in the Amount of Seventy-Eight Thousand Seven Hundred and Forty Dollars and 00/100 Cents (\$78,740.00).**
3. **Approval of Highland Redevelopment Commission Downtown Parking Lot Renovation Change Order Number 10.**
4. **Consideration of Resolution 2020-31: Resolution of the Highland Redevelopment Commission Accepting the Quote of Midwestern Electric, Inc. for Installation of the Downtown Street Lighting Replacement Fixtures in the Amount of Sixteen Thousand Two Hundred Dollars and 00/100 Cents (\$16,200.00)**
5. **Consideration of a Vacation Buy-Back Request from the Redevelopment Director**

Action to Pay Accounts Payable Vouchers:

094	Redevelopment General	\$	6,906.23
095	Highland Economic Development	\$	0.00
096	Redevelopment Capital	\$	36,934.49
098	Downtown Redevelopment District Allocation Area	\$	177,965.41
101	Redevelopment Bond & Interest	\$	0.00
107	Cardinal Campus Allocation	\$	0.00
250	CEDIT Econ. Dev. Income Tax Fund	\$	<u>2,866.98</u>
	TOTAL	\$	224,673.11

Business from the Commissioners:

Next Meeting: The next full Study Session will be January 12, 2020 and convene at 7:00 PM. The next Plenary Meeting will be held on January 26, 2020 and convene immediately following the Study Session. A study session will precede the plenary meeting at 7:00 PM and reconvene following the plenary business meeting if necessary. The next meeting of Highland Main Street is scheduled for Thursday, January 7, 2020 at 6:30 PM. The meetings will be convened electronically.

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES - DRAFT
TUESDAY, DECEMBER 8, 2020**

Members of the Highland Redevelopment Commission ("RC", "Commission") met in an electronically convened meeting using the Zoom platform on December 8, 2020. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04, 20-09 and 20-25 now extended through 31 December 2020 by his Order 20-49, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Study Session was called to order at 7:01 p.m. by Commission President Cy Huerter.

Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director and Recording Secretary.

Roll Call: Commissioners present included Jack Havlin, Cy Huerter, Renee Reinhart and Tony Washick. Commissioner Robyn Radford was absent. A quorum was established.

Additional Officials Present: Patrick Krull, School Town of Highland Liaison and non-voting member; Roger Sheeman, Council Liaison to the Redevelopment Commission; Ed Dabrowski, IT Consultant; and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: There were no additional participants who identified themselves.

General Substance of the Discussion

1. Parking Lot Project Highway & Kennedy - Update:

- a. A brief overview was provided of the construction activities since the last report. Director DeGuilio-Fox reported the completion of all major aspects of the project except the Depot. There are a number of items that remain unfinished. Ms. DeGuilio-Fox reiterated that site landscaping will be installed next spring as will asphalt repairs. Ms. DeGuilio-Fox advised she is pushing to get as much completed as possible before the construction season ends. A punch list inspection is upcoming. Ms. DeGuilio-Fox also advised that Grimmer's November invoice will be included on the December docket. Their invoice for November is \$177,965.41. Brief discussion ensued.

2. **Downtown Streetlight Replacement Project - Update:** Director DeGuilio-Fox reported that responses to the recent RFQ were received mid-afternoon and directed Commissioners' attention to the spreadsheet that had been sent out late in the day. She asked that they discuss the quotes such that a decision could be made at their December 15th meeting. Ms. DeGuilio-Fox also advised that she had again invited Derek Snyder (NIES Engineering) to join them so that any remaining questions regarding the lights and/or quotes might be asked. Discussion ensued.

3. **Container Market – Update:** Ms. DeGuilio-Fox advised she had nothing new to report.

4. Commercial Property Improvement Grants – Information:

- a. Ms. DeGuilio-Fox advised that a request from Les Café & Pancake House had been received for a completion extension and that she would have a resolution prepared for the Commissioners to consider at their December 15th meeting. Ms. DeGuilio-Fox reported the Commercial Property Improvement project had moved forward and some progress made. However, materials are taking longer to arrive and it continues to be difficult to mobilize

workmen to complete the work. The owners had also been required to meet earlier obligations to the Town to satisfy outstanding issues that they had with the Building Department. All of this has caused the project to take longer than expected to complete. The grantees are seeking an extension completion date of May 1, 2021. Discussion ensued.

- b. Ms. DeGuilio-Fox advised the Commissioners that an inquiry regarding the program had been received from the owner of 8008 Kennedy Avenue, however an application has not been received. She advised that this location is outside the downtown development area in which recipients of grant money are, by policy, to be located. However, she reminded the Commissioners that they may choose to grant an award to a business outside of the downtown development area if they so choose.

5. **Highland Main Street – Restaurant Crawl:** Director DeGuilio-Fox reminded everyone that the December Restaurant Crawl is scheduled for Tuesday, December 29th. The Main Street group is working with the participating restaurants to create menus at this time. Brief discussion ensued.

6. **Redevelopment Commissioner Comments:**

- a. Commissioner Huerter commented that he believes the year has gone well and is pleased at the progress Redevelopment has made this year. He's happy to have been a part of it.
- b. Council Liaison Sheeman asked what progress has been made with Speedway. Ms. DeGuilio-Fox provided as much of an update as she is aware of as far as the progress Speedway has made with changing the footprint of and expanding the 45th & Kennedy Avenue station. She also reiterated that Speedway has been told to develop and improve their former site on Kennedy Avenue to date she knows of no progress. Council Liaison encouraged pursuing access to that property through eminent domain. Ms. DeGuilio-Fox advised that it is her understanding Redevelopment Commissions are no longer able to do that singularly and must have the Town Council take the lead on that process. She inquired as to whether the Council is willing to do that. Councilman Sheeman assured the Commissioner's he felt they would be. Ms. DeGuilio-Fox mentioned she will speak with Ken Mika as to any updates and then also contact John Reed.

There being no further business President Huerter called for a motion to adjourn. Commissioner Havlin made a motion to adjourn. The motion was seconded by Commissioner Reinhart. Upon a roll call vote the motion passed with four affirmatives and zero negatives. The December 8, 2020 study session of the Highland Redevelopment Commission was adjourned at 7:29 P.M.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES - DRAFT
TUESDAY, NOVEMBER 24, 2020**

Members of the Highland Redevelopment Commission ("RC", "Commission") met in an electronically convened meeting using the Zoom platform on Tuesday, November 24, 2020. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04, 20-09 and 20-25 now extended through 12 December 2020 by his Order 20-48, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Study Session was called to order at 7:02 p.m. by Commission President Cy Huerter.

Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director and Recording Secretary.

Roll Call: Commissioners present included Jack Havlin, Cy Huerter, Renee Reinhart and Tony Washick. Commissioner Robyn Radford was absent. A quorum was established.

Additional Officials Present: Patrick Krull, School Town of Highland Liaison and non-voting member; Roger Sheeman, Council Liaison to the Redevelopment Commission; John P Reed, Redevelopment attorney, Abrahamson, Reed & Bilse; Ed Dabrowski, IT Consultant; and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: There were no additional attendees identified.

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 plenary business meeting.
2. **Parking Lot Project Highway & Kennedy - Update:**
 - a. **Construction:** A brief overview was given of the construction activities since the last report. Director DeGuilio-Fox reported the completion of all major aspects of the project except the Depot. There are a number of items that remain unfinished including the roof, Depot signage and painting. Ms. DeGuilio-Fox also advised that the final landscaping will be installed next spring as will grass seed as will repairs to stamped asphalt along the pedestrian walkways. Although the weather is turning colder everything that can be will be completed this year prior to the punch list inspection. Discussion ensued.
3. **Downtown Streetlight Retrofit or Replacement – Update:** Director DeGuilio-Fox reported she had prepared a spreadsheet showing the quote information. However, she advised that she recommended the commissioners reject all of the quotes because she feels they are not comparing the same specifications. She advised that this could be done within the law and introduced to the commissioners IC 5-22-10, the Special Purchasing law that allows the Commission to reject the submitted quotes and ask for new quotes to be provided according to very specific specifications. Attorney Reed confirmed that this action could be taken according to IC 5-22-10. Ms. DeGuilio-Fox offered that she and Derek Snyder would work together to get this accomplished in time for quotes to be considered at the Commission's December 15th meeting. Ms. DeGuilio-Fox introduced Derek Snyder, NIES Engineering and advised she felt Derek could more adequately explain the problems with the quotes and the information that had been received to date. Mr. Snyder explained the primary issues with the quotes as received as well as provided a more in-depth overview of the lighting options and he concurred with Ms. DeGuilio-Fox's suggestion to reject the current quotes. A lengthy discussion ensued with numerous questions asked. Mr. Snyder was asked if there was a cost savings estimate completed. He

responded there had been and that Ms. DeGuilio-Fox had included it in the grant application. Council Liaison Sheeman asked what the overall cost savings would be. Without the savings estimate table at hand both Derek Snyder and Ms. DeGuilio-Fox recalled that it would be \$9,000+ over the course of approximately 10 years. Mr. Sheeman suggested the Redevelopment Commission request the total savings amount be requested from the Civil Town to help cover the cost of new lighting. He suggested the Town Council could approve this amount be paid to the Redevelopment Commission since the Civil Town will realize the savings over the upcoming years. Ms. DeGuilio-Fox advised she would speak with Clerk-Treasurer Griffin about this suggestion and ask that Councilman Sheeman approach the Town Council with the idea.

4. **Bult Oil Public Offering – Report:** Ms. DeGuilio-Fox advised that there had been no proposals received in regard to the purchase and development of the former Bult Oil property. She advised that because no proposals were submitted, by Indiana law, the commissioners could wait thirty (30) days and enter into negotiations for a selling price lower than the public offering. The Commissioners felt this to be a viable next step. Discussion ensued.
5. **Container Market – Discussion:** Ms. DeGuilio-Fox reported she had spoken with Jay Lieser of 1st Metropolitan Builders. 1st Metropolitan Builders continues to be interested and will meet with Ms. DeGuilio-Fox soon after the Thanksgiving holiday to further their discussions. Once the developer creates a concept rendering the Commissioners may discuss the idea as a potential project or not.
6. **Highland Main Street – Restaurant Crawl:** Director DeGuilio-Fox reminded everyone that the November Restaurant Crawl was taking place as they met and encouraged Commissioners to participate after the meeting if they hadn't already. The menu items for the Crawl were provided in the commissioner's meeting packet.
7. **Redevelopment Commissioner Comments:**
 - a. Commissioner Huerter asked about selling the Jewett Street building to SIP to get Redevelopment out of the landlord business. Ms. DeGuilio-Fox pointed out that in order to sell that building a public offering would be required. This was confirmed by Attorney Reed. Ms. DeGuilio-Fox also advised she felt that there would be few to no proposals received for numerous reasons including the age of the building. She also advised she would be hesitant to prepare a public offering for the property considering the amount of work that goes into preparing an offering and the high potential of not receiving any offers. Discussion ensued.
 - b. The Commissioners were advised that the Green Witch has been attempting to sell her business however without success. Ms. DeGuilio-Fox offered that she has been talking with a couple who would like to lease the space the Green Witch is in however the landlord has asked they wait until it is vacated to further discuss a new lease. Discussion ensued.
 - c. Commission Reinhart advised that Brumm's Bloomin' Barn had just announced they plan to close their business. Discussion ensued.

There being no further business the November 24, 2020 study session of the Highland Redevelopment Commission was adjourned at 7:37 P.M.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
PLENARY MEETING MINUTES - DRAFT
TUESDAY, NOVEMBER 24, 2020**

The Highland Redevelopment Commission ("Commission", "RC") met in an electronically convened meeting using the Zoom platform. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04, 20-09 and 20-25 now extended through 12 December 2020 by his Order 20-48, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Plenary Business Meeting was called to order at 7:37 p.m. by Commission President Cyril (Cy) Huerter.

Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director and Recording Secretary.

Roll Call: Commissioners present included Jack Havlin, Cyril Huerter, Renee Reinhart and Tony Washick. Commissioner Robyn Radford was absent. A quorum was established.

Additional Officials Present: Patrick Krull, School Town of Highland liaison and no-voting member; Roger Sheeman, Town Council Liaison to the Redevelopment Commission; John Reed, Redevelopment attorney, Abrahamson, Reed & Bilse; Ed Dabrowski, IT Consultant and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: There were no additional attendees identified.

Minutes of the Previous Sessions: Commission President Cy Huerter called for a motion to approve minutes. Commissioner Jack Havlin moved to approve the minutes of the Study Session and Plenary Business meeting of October 27, 2020 and the minutes of the November 10, 2020 Study Session. Commissioner Renee Reinhart seconded the motion. There being no discussion, Commission President called for a roll call vote. Upon a roll call vote, the motion passed. The minutes of the Study Session and Plenary Business meeting of October 27, 2020 and the minutes of the November 10, 2020 Study Session were approved by a voice vote of four affirmatives and no negatives.

Special Orders: None

Public Comment: None

Communications: None

Unfinished Business and General Orders: None

New Business:

1. **Consideration of Proposals for Disposition of Property Located at 2605 and 2606 Garfield Avenue and 2605 and 2609 Condit Street in Highland Indiana:**
 - a. **Attorney Verification of Proof of Publication:** Attorney Reed verified that proofs of publication were in order.
 - b. **Opening of Proposals for Disposition of Property:** No proposals were received for purchase and development of the property.
 - c. **Review of Proposals for Disposition of Property:** Review was not required due to receiving no proposals.
 - d. **Selection of Complying Proposal for Disposition of Property:** There were no proposals received therefore no selection was made.

Having received no proposals for development of the properties the Redevelopment Commission agreed that they would like to discuss further the disposition of the properties at a future appropriate date.

2. **Consideration of Resolution 2020-27: Resolution of the Highland Redevelopment Commission to Adopt and Authorize a Declaration of Environmental Covenants, Conditions and Restrictions:** Director DeGuilio-Fox provided a brief overview of the purpose and necessity of the environmental covenants for the former Bult Oil Property. Attorney John Reed confirmed and further explained the purpose of the document. Discussion ensued. Having duly considered Resolution 2020-27 and there being no further discussion, Commission President Cy Huerter called for a motion to approve. Commissioner Jack Havlin made a motion to adopt and authorize Resolution 2020-27. Commissioner Tony Washick seconded the motion. There was no further discussion. Commission President Cy Huerter called for a roll call vote. Upon a roll call vote the motion passed by a voice vote of four affirmatives and no negatives.
3. **Approval of Highland Redevelopment Commission Downtown Parking Lot Renovation Change Order Number 9:** Commissioner Huerter asked if the commissioners had any questions regarding Change Order Numbers 9. Having discussed the change order and there being no further comments, Commissioner Huerter called for a motion to approve Change Order Number 9 as identified on the agenda. Commissioner Renee Reinhart made a motion to approve the Change Order Number 9 as presented. Commissioner Havlin seconded the motion. There being no further discussion Commission President Cy Huerter called for a roll call vote. Upon a roll call vote the motion passed by a voice vote of four affirmatives and no negatives.
4. **Consideration of Resolution 2020-28: Resolution of the Highland Redevelopment Commission to Accept the Proposal of Chicago Light Works for the Downtown Luminaire Replacement Project.** A brief review of the information provided by Derek Snyder was conducted. Commissioners also considered the recommendation of Director DeGuilio-Fox to reject Resolution 2020-28 and briefly discussed the Special Purchasing law that allowed them to take such action. There being no further discussion Commission President Cy Huerter called for a motion in consideration of Resolution 2020-28. Commissioner Washick moved to reject Resolution 2020-28. Commissioner Havlin seconded the motion. There was no further discussion and Commission President Huerter called for a roll call vote. Upon a roll call vote the motion passed by a voice vote of four affirmatives and no negatives.

Action to Pay Accounts Payable Vouchers: Commissioner Havlin made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period October 29, 2020 through November 25, 2020 and the payroll dockets for October 23, 2020 and November 6, 2020 as presented, in the amount of \$239,264.10. Commissioner Reinhart seconded the motion to approve the Accounts Payable Vouchers. There being no further discussion Commission President Huerter called for a roll call vote. Upon a roll call vote the motion passed with four affirmatives and no negatives.

Vendors Accounts Payable Docket:

Redevelopment General Fund, \$11,522.00; Highland Economic Development, \$0.00; Redevelopment Capital Fund, \$18,953.28; Downtown Redevelopment District Allocation Area, \$202,296.15; Redevelopment Bond & Interest, \$0.00; CEDIT Economic Development Income Tax Fund, \$6,492.67 and Cardinal Campus Allocation Area, \$0. Total: \$239,264.10.

**Payroll Docket for Payday of October 23, 2020 and November 6, 2020: Redevelopment
Department: Total Payroll: \$8009.60.**

Business from the Commissioners: Commission President Huerter asked if there was any business from the commissioners. There was none.

Next Meeting: President Huerter advised that the next Study Session is scheduled for Tuesday, December 8, 2020 and will convene at 7:00 PM. The next Plenary Business Meeting is scheduled for Tuesday, December 15, 2020 immediately following the study session. A Study Session will reconvene following the public meeting, if deemed necessary. The next meeting of the Highland Main Street is scheduled to convene on Thursday, December 3, 2020 at 6:30 p.m. Due to the Executive Orders issued by Governor Holcomb in response to the COVID-19 pandemic, a decision will be made as to whether meetings will be convened electronically or if the opening of the Town Hall will allow for a public meeting to be held in Council Chambers.

Adjournment: There being no further business, Commission President Huerter called for a motion to adjourn. Commissioner Havlin made a motion to adjourn. Commissioner Washick seconded the motion. Upon a roll call vote the motion passed by a voice vote of four affirmatives and no negatives. The November 24, 2020 public meeting of the Highland Redevelopment Commission was adjourned at 8:02 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

Resolution No. 2020-29

A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION TO AMEND RESOLUTION 2019-28 AND RESOLUTION 2020-24 AND PROVIDE A COMPLETION EXTENSION FOR A COMMERCIAL PROPERTY FAÇADE IMPROVEMENT GRANT TO BILL LES, LES CAFÉ PANCAKE HOUSE, OF PROPERTY LOCATED AT 2708-2720 HIGHWAY 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 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 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 Les Café Pancake House, by and through Bill Les, applied for a grant totaling \$79,000, of which a not to exceed 30%, or \$23,700.00 would be reimbursed upon completion of the work with approved receipts; and

WHEREAS, the original grant application was given approval on August 19, 2019 by Resolution No. 2019-28 for a maximum award of \$23,700.00; and

WHEREAS, on July 28, 2020 approval was granted through adoption of Resolution 2020-24 to extend the completion deadline to December 5, 2020 due to an inability to complete the approved improvements within the one (1) year timeline allowed by the application process; and

WHEREAS, the Redevelopment Commission recognizes that accessing materials and mobilizing construction crews was affected by Executive Order 20-02, and all COVID-19 related subsequent Executive Orders, as issued by Indiana Governor Eric Holcomb addressing the public health emergency created by the COVID-19 pandemic; and

WHEREAS, the grantee, The Les Café Pancake House, is seeking consideration to amend Resolution 2020-24 by and through Resolution 2020-29 and requests to extend the completion deadline of said Commercial Property Façade Improvement Grant project to May 1, 2021; and

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 it will be of public utility and benefit to approve the completion extension requested by The Les Café Pancake House for a Commercial Property Façade Improvement Grant for property located at 2708-2720 Highway Avenue.
2. The original total project cost applied for was \$79,000.00 as designated by the contractors work estimates submitted as supporting documentation to the application and remains unchanged.
3. That the Commission has approved by and through Resolution 2019-28 and will provide an up to and not to exceed reimbursement of \$23,700.00 of the estimated project costs, based upon the total project cost of \$79,000.00 remains unchanged.
4. That all reimbursements will be made upon delivery of receipts and proof of work completed, to the Highland Redevelopment Commission, of approved receipts for work performed, and proof that all property taxes are paid and up-to-date and no liens have been filed on the property remains unchanged.
5. That this Resolution shall be in full force and effect after its adoption by the Commission.

ADOPTED AND APPROVED by the Highland Redevelopment Commission, Lake County, Indiana this 15th day of December, 2020 having passed by a vote of _____ in favor and _____ opposed.

Highland Redevelopment Commission

By: _____
Cyril Huerter, President

ATTEST:

By: _____
Renee Reinhart, Secretary

By: _____
Kathy DeGuilio-Fox
Redevelopment Director

RESOLUTION 2020-30

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION
ACCEPTING THE QUOTE OF CHICAGO LIGHTWORKS FOR THE
DOWNTOWN STREET LIGHTING REPLACEMENT PROJECT
BEING THE LOWEST RESPONSIVE AND RESPONSIBLE QUOTE IN THE AMOUNT OF
SEVENTY-EIGHT THOUSAND SEVEN HUNDRED AND FORTY DOLLARS
AND 00/100 CENTS (\$78,740.00)**

Whereas, The Redevelopment Commission of the Town of Highland, Indiana (“The Redevelopment Commission”) is authorized to undertake redevelopment activities under IC 36-7-14 (the “Act”) and more specifically Section 39 for which public money may be spent and private property may be acquired; and

Whereas, 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 pursuant to the Act; and

Whereas, initial quotes from potential venders were rejected by the Highland Redevelopment Commission at their regularly scheduled plenary business meeting convened on Tuesday, November 24, 2020 due to the incomparable nature of the quotes as allowed by IC 5-22-10, Special Purchasing and Highland Municipal Code 3.05.065, and

Whereas, an Itemized Quote Schedule with acceptable product line and product specifications was provided to potential providers; and

Whereas, specification related to existing luminaires, key specifications of the proposed LED Luminaires and acceptable product lines information has been included in the Itemized Quote Schedule as determined by the Redevelopment Commission; and

Whereas, the following quotes were received at, or before, 2:00 p.m. on December 8, 2020:

	<u>Bidder</u>	<u>Base Bid</u>
1.	Chicago Lightworks	\$ 78,740.00
2.	Holophane Lighting	\$ 99,200.00
3.	Holophane Lighting	\$102,920.00
4.	EMCOR Hyre Electric Co. of Indiana, Inc	\$104,160.00

Whereas, the Director of Redevelopment and Redevelopment Commission has reviewed the quotes and determined that the bid of Chicago Lightworks, in the amount of Seventy-Eight Thousand Seven Hundred and Forty Dollars and 00/100 Cents (\$78,740.00), to be the lowest responsive and responsible quote; and

Whereas, there are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 36-7-14 (the "Act") and more specifically Section 39; and

Whereas, the Town of Highland, through its Redevelopment Commission, now desires to accept the recommendation of the Redevelopment Director and award a contract to Chicago Lightworks for the Downtown Street Lighting Replacement Project.

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

1. The prefatory statements set forth above are incorporated herein as if set forth at length.
2. That it is in the best interest of the Town to accept the quote from Chicago Lightworks in the amount of \$78,740.00.
3. Further, the Redevelopment Director is hereby authorized to execute the agreement and all documents necessary to implement the project.
4. This resolution shall be in full force and effect after its passage and adoption by the Redevelopment Commission.

DULY PASSED AND RESOLVED by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, this 15th day of December, 2020 having passed by a vote of _____ in favor and _____ opposed.

REDEVELOPMENT COMMISSION of the
TOWN OF HIGHLAND, INDIANA

By: _____
Cyril Huerter, President

ATTEST:

By: _____
Renee Reinhart, Secretary
Town of Highland, Indiana Redevelopment Commission

Dated

By: _____
Kathy DeGuilio-Fox, Redevelopment Director
Town of Highland Department of Redevelopment

Dated

Resolution 2020-30_Adopted 12-15-2020

CHANGE ORDER APPROVAL FORM

PROJECT: Downtown Parking Lot Renovation CHANGE ORDER #: 10
SW Corner of Highway Ave and Kennedy Ave DATE: 12/9/2020
Highland, IN CONTRACTOR: Grimmer Construction Inc.

CHANGE ORDER DESCRIPTION:

The following work items are removed from original contract:

Item #11 CLEAN EXISTING PIPE (\$3,240.00)

Item #12 STORM STRUCTURE REPAIR ALLOWANCE (\$2,000.00)

Item #17 REINFORCED CONCRETE RETAINING WALL (\$44,990.00)

Original Contract Amount:	\$	<u>751,366.04</u>
Net Change by Previous Change Orders:	\$	<u>60,578.23</u>
Contract Amount Prior to This Change Order:	\$	<u>811,944.27</u>
Amount of This Change Order (Add/Deduct):	\$	<u>(50,230.00)</u>
New Contract Amount Including this Change Order:	\$	<u>761,714.27</u>
Change in Contract Time:		<u>0</u>

Approved By: Kathy DeGiulio-Joy

Highland Redevelopment Commission

Date: 12-9-2020

Approved By: John J. Tallot

Weaver Consultants Group

Date: 12/9/2020

Approved By: Karen M. Tiller

Grimmer Construction Inc.

Date: 12/10/2020

A	B	C	D	E	F	G	H	I	J	K	L
65											
66											
67											
68											
69											
70	Grimmer Construction Contract										
71	INV #	Completed to Date	Retainage	Total Earned Less Retainage					Current Amt Due	Approved	
72	7584	133,544.00	13,354.40	120,189.60					120,189.60	9/22/2020	
73	7612	252,699.08	25,269.91	107,239.57					107,239.57	10/27/2020	
74	7641	477,472.58	47,747.26	429,725.32					202,296.15	11/24/2020	
75	7657	675,211.92	67,521.19	607,690.73					177,965.41		
76											
77											
78									607,690.73		
79											\$154,023.84
									Contract Amt Less Invoiced Total		

RESOLUTION 2020-31

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION
ACCEPTING THE QUOTE OF MIDWESTERN ELECTRIC, INC FOR INSTALLATION OF THE
DOWNTOWN STREET LIGHTING REPLACEMENT FIXTURES
IN THE AMOUNT OF SIXTEEN THOUSAND TWO HUNDRED DOLLARS
AND 00/100 CENTS (\$16,200.00)**

Whereas, The Redevelopment Commission of the Town of Highland, Indiana (“The Redevelopment Commission”) is authorized to undertake redevelopment activities under IC 36-7-14 (the “Act”) and more specifically Section 39 for which public money may be spent and private property may be acquired; and

Whereas, 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 pursuant to the Act; and

Whereas, The Redevelopment Commission has accepted a quote submitted by Chicago Lightworks for the Downtown Street Lighting Replacement Project fixtures; and

Whereas, Midwestern Electric, Inc. has submitted a quote in the amount of Sixteen Thousand Two Hundred Dollars and 00/100 Cents (\$16,200.00) to provide installation services related to the Downtown Street Lighting Replacement Project; and

Whereas, the Midwestern Electric, Inc. quote is more than \$15,000.00, the amount which may be approved by the Redevelopment Director without prior authorization from the Highland Redevelopment Commission; and

Whereas, there are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 36-7-14 (the “Act”) and more specifically Section 39; and

Whereas, the Town of Highland, through its Redevelopment Commission, now desires to accept the recommendation of the Redevelopment Director and accept the quote for the Installation of the Replacement Fixtures as a component of the Downtown Street Lighting Replacement Project.

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

1. That it is in the best interest of the Town to accept the quote from Midwestern Electric, Inc. in the amount of \$16,200.00.

2. Further, the Redevelopment Director is hereby authorized to execute the agreement and all documents necessary to implement the project.
3. This resolution shall be in full force and effect after its passage and adoption by the Redevelopment Commission.

DULY PASSED AND RESOLVED by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, this 15th day of December, 2020 having passed by a vote of _____ in favor and _____ opposed.

REDEVELOPMENT COMMISSION of the
TOWN OF HIGHLAND, INDIANA

By: _____
Cyril Huerter, President

ATTEST:

By: _____
Renee Reinhart, Secretary
Town of Highland, Indiana Redevelopment Commission

Dated

By: _____
Kathy DeGuilio-Fox, Redevelopment Director
Town of Highland Department of Redevelopment

Dated

Resolution 2020-31_Adopted 12-15-2020

Redevelopment Commission

TOWN OF HIGHLAND

3333 Ridge Road ♦ Highland, Indiana 46322 ♦ 219-972-7598 ♦ Fax 219-972-5097

December 14, 2020

Cyril Huerter
President
Highland Redevelopment Commission
3333 Ridge Road
Highland, Indiana 46322

Dear Mr. Huerter,

The Town of Highland Municipal Employee Handbook, page 34, indicates that Compensation & Benefits Ordinance 5.02.09 provides a vacation buy-back option to employees. I would like to participate in that option at this time.

As you know, this has been a most unusual year with everyone taking precautions to stay well during the COVID-19 pandemic. One of those precautions, of course, has been to restrict travel. So, because of these restrictions I was unable to use all of my vacation allowance over the past twelve months. While I do plan to use several days before the end of the year and carry over one week, I am unable to use the third week (5 days) that I have accrued.

After discussing this situation with both Clerk-Treasurer Griffin and Dawn Kovacich, I understand that I am to request the use of this option as well as to indicate the amount of the "buy-back". Using the equation I was provided - $\$2,502.40$ (Gross Pay) / 2 (number of weeks in a pay period) = $\$1,251.20$ (one week/ five days of vacation). Therefore, the pre-tax amount I am owed for five (5) days of vacation is $\$1,251.20$. The amount has been verified with Ms. Kovacich and is available in the Redevelopment General Fund Account number 094-0000-11107.

Thank you for your consideration of my request.

Best regards,


Kathy DeGuilio-Fox

Vacation Buy-Back Request

Year: 2020

GL Account number	Employee Name	Calculation	Buy Back Amount
094-0000-11107	Kathy J Fox	\$2,502.40/2	\$1,251.20
Total			\$1,251.20

Department Head Approval Kathy J Fox

Board of Jurisdiction Highland Redevelopment Commission

Cyril Huerter _____ President

Renee Reinhart _____ Secretary

This was approved at the Meeting of : 15-Dec-21

Attest:

§ 5.02.09 Vacation Buy-Back Option

In lieu of vacation time and with the approval of the Department Head and the Board of Jurisdiction, an employee may be paid for up to one week of their vacation allowance. Only one (1) week total per calendar year can be paid in lieu of time-off.

User: DMJ
 DB: Highland

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

Fund 094 REDEVELOPMENT GENERAL

Dept 0000						
094-0000-31001	RC LEGAL FEES	89739	ABRAHAMSON, REED & BILSE	RC LEGAL FEES	1,368.00	
094-0000-31003	GENERAL ENGINEERING SERVICES	89741	NIES ENGINEERING, INC.	GENERAL ENGINEERING SERVICES	2,164.44	
094-0000-33001	LEGAL AD- 11/2 & 11/9	89744	THE TIMES OF NW INDIANA	LEGAL AD- 11/2 & 11/9	41.68	
094-0000-34023	HEALTH INS	89692	TOWN OF HIGHLAND INS FUND (V NOVEMBER 2020 HEALTH/LIFE INS PREM		2,940.20	33300
094-0000-34043	LIFE INS	89692	TOWN OF HIGHLAND INS FUND (V NOVEMBER 2020 HEALTH/LIFE INS PREM		15.88	33300
094-0000-35008	UTILITIES-2821 JEWETT	89742	NORTHERN IN PUBLIC SERVICE UTILITIES- 2821 JEWETT		115.12	
094-0000-35008	UTILITIES-2811 JEWETT	89743	NORTHERN IN PUBLIC SERVICE UTILITIES-2811 JEWETT		149.15	
094-0000-35008	STORM-8620 KENNEDY	89745	TOWN OF HIGHLAND UTILITIES STORM- 8620 KENNEDY		40.67	
094-0000-35008	STORM-8618 KENNEDY	89746	TOWN OF HIGHLAND UTILITIES STORM-8618 KENNEDY		40.67	
094-0000-35008	STORM-8612 KENNEDY	89747	TOWN OF HIGHLAND UTILITIES STORM-8612 KENNEDY		10.14	
094-0000-35008	STORM-8610 KENNEDY	89748	TOWN OF HIGHLAND UTILITIES STORM-8610 KENNEDY		10.14	
094-0000-35008	STORM-2605 CONDDIT	89749	TOWN OF HIGHLAND UTILITIES STORM-2605 CONDDIT		10.14	
	Total For Dept 0000				6,906.23	

Fund 096 REDEVELOPMENT CAPITAL

Dept 0000						
096-0000-34002	FACADE REIMBURSEMENT-2940 HIGHWAY		DEF PROPERTIES LLC	FACADE REIMBURSEMENT-2940 HIGHWAY	16,934.49	
096-0000-34002	INTERIOR REIMBURSEMENT-2940 HIGHWA		DEF PROPERTIES LLC	INTERIOR REIMBURSEMENT-2940 HIGHWA	20,000.00	
	Total For Dept 0000				36,934.49	
	Total For Fund 096 REDEVELOPMENT CAPITAL				36,934.49	

Fund 098 DOWNTOWN REDEV DISTRICT ALLOC

Dept 0000						
098-0000-44066	DT CONSTRUCTION INV 7657	89740	GRIMMER CONSTRUCTION	DT CONSTRUCTION INV 7657	177,965.41	
	Total For Dept 0000				177,965.41	
	Total For Fund 098 DOWNTOWN REDEV DISTRICT ALLOC				177,965.41	

Fund 250 CREDIT ECON. DEV. INCOME TAX FUND

Dept 0000						
250-0000-35010	SIGN PRODUCTION MATERIALS	89750	VIA MARKETING, INC	SIGN PRODUCTION MATERIALS	504.48	
250-0000-35010	ENGINEERING SERVICES	89751	WEAVER HOLDINGS,LLC	ENGINEERING SERVICES	2,362.50	
	Total For Dept 0000				2,866.98	
	Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND				2,866.98	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 11/27/2020 - 12/16/2020
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund Totals:						
				Fund 094 REDEVELOPMENT GENERAL	6,906.23	
				Fund 096 REDEVELOPMENT CAPITAL	36,934.49	
				Fund 098 DOWNTOWN REDEV DISTRICT A:	177,965.41	
				Fund 250 CREDIT ECON. DEV. INCOME T:	2,866.98	
					<u>224,673.11</u>	