

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
MONDAY, DECEMBER 16, 2019**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Monday, December 16, 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 and Theresa Badovich, 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 a public offering and request for proposals had been published twice as required by law, with proposals being due no later than 4:00 PM on Monday December 16, 2019. Ms. DeGuilio-Fox advised that no proposals had been received and therefore consideration and/or selection of a complying proposal was unnecessary at their meeting this evening. However, she also advised that thirty days from this date the Commissioners may discuss any offer that is submitted, whether it meets the criteria of the public offering or not. The commissioners have the latitude, under the law, to change the price and/or other requirements as the commission sees fit to do. The commission may negotiate or accept an offer at that time as they determine in the best interest of the Town.
3. **Explore Highland Banner Campaign.** Ms. DeGuilio-Fox advised that the banner design was complete and would be as she had shown the group at the previous meeting. She reminded the commissioners that at a previous meeting they’d approved a price point and about fifty (50) orders had been received to date from Highland businesses at the price they approved. Another prototype was received and Jeff Siple in the process of hanging it so we’re sure the banner will fit as ordered. The orders, and business logos, will be reviewed between now and the start of the 2020. Once all logos have been reviewed and a final approval given by the business the order will be submitted. The order should take about three weeks to process.
4. **EnviroForensics Proposal.** Ms. DeGuilio-Fox advised that she has had numerous conversations with the team at EnviroForensics. She reminded everyone that her earlier conversations with groups who provide services and could conduct remediation of the Bult Oil property resulted in proposals that were either more costly than is feasible or were not satisfactory in that there seemed to be a suggestion that work done by TetraTech be redone. The EPA and TetraTech agreed that at this time retesting is unnecessary. In an attempt to have a comprehensive plan for the Bult Oil property as the commissioners requested, Ms. DeGuilio-Fox contacted EnviroForensics. This is an environmental firm that is familiar with Director DeGuilio-Fox so she decided to approach them for their opinion on

developing a remediation plan and/or doing a partial remediation of the property. Ms. DeGuilio-Fox advised that she planned to accept the proposal and felt this is the best, and most reasonably priced way to move forward. Once their work is completed they will present a plan so that the commission may determine whether to try to sell it as is or do a partial remediation, and what that would look like, of the property so the goal of returning it to the tax role could be finally achieved. Discussion ensued based on questions asked by Commissioner Herak and others.

5. **January 2020 Minutes:** Ms. DeGuilio-Fox asked the commission if they are able to make a decision as to whether the commission will plan to meet in study session on Monday, January 6, 2020 and in study session & public meeting on Monday, January 20, 2020. Discussion ensued. Everyone agreed to continue with the same schedule – meetings on the 1st and 3rd Monday of the month - as followed in 2019 although no one thought a new commission, if appointed, would be ready to meet in study session on Monday, January 6, 2020.

6. **Comments from the Commissioners:** There were no further comments from the Commissioners.

There being no further business, the December 16, 2019 study session of the Highland Redevelopment Commission was adjourned at 7:20 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING MINUTES
MONDAY, DECEMBER 16, 2019**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on December 16, 2019 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Zemen called the meeting to order at 7:20 p.m. and led those present in the Pledge of Allegiance. Taking minutes for the meeting was Director Kathy DeGuilio-Fox.

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 and Theresa Badovich, Idea Factory.

Minutes of the Previous Meetings: Commissioner Dan Vassar moved to approve minutes of the Study Session and Plenary Business meeting of November 18, 2019 and Study Session of December 2, 2019. Commissioner Steve Wagner seconded the motion. No discussion. Upon a roll call vote, the motion passed. The minutes were approved by a vote of five affirmatives and no negatives.

Communications: None

Public Comment: Larry Kondrat, 8115 E. 4th Place, Highland, asked if he was correct in understanding that the vegetation planted 20+ years ago at the Bult site did not eat up the hydrocarbons. Mr. Kondrat was advised that he is correct. Mr. Kondrat went on to ask how the Town of Highland came to own this property. The sequence of events from approximately twenty-seven years ago were relayed to him: The redevelopment commission at that time learned of the property being on a tax sale, the commission requested the County Commissioners turn over the property to the Town which was done through a Quit Claim Deed. The Redevelopment Commission obtained Cottonwood trees from the EPA and they were planted with the expectation that use of phytoremediation would clear the soil of the petroleum product that had been spilled into the ground. This was all done without cost to the Town. Mr. Kondrat also asked if special grasses had been planted. Ms. DeGuilio-Fox explained that it was her recollection that only trees had been planted. Discussion ensued regarding the specificity of removing the vegetation now that they've been planted for the past 27+ years.

Special Orders: None

Unfinished Business and General Orders: None

New Business:

1. Consideration of Proposals for Purchase of 2811 Jewett Street and 2821 Jewett Street:
 - a. Attorney Verification of Proof of Publication. Attorney Tauber asked the record reflect that he has reviewed the Proofs of Publication and they conform to Indiana Statute 5-3-1 are in order.

- b. Opening of Proposals for Disposition of Property. No proposals were received so there are no bids to open. With this the matter is closed until future time when a potential buyer comes forward and presents an offer to purchase the property.

2. **Consideration of Resolution 2019-34: Resolution of the Highland Redevelopment Commission Approving an Agreement for Landscaping Services Provided by Dean's Lawn & Landscaping for Rain Gardens, Specific to the Improvement Project of the Municipal Parking Lot at the Southwest Corner of Highway Avenue and Kennedy Ave, to the Highland Redevelopment Commission.** Ms. DeGuilio-Fox directed the commissioner's attention to Resolution 2019-34 in their packet that also provides the agreement for rain garden services in the amount of \$25,407.18. Ms. DeGuilio-Fox reminded that this is part of the reconstruction of the municipal lot at the corner of Highway & Kennedy and the rain gardens would be utilized as the water retention feature of the project. Discussion ensued. Hearing no more discussion, President Zemen called for a motion. Commissioner Michael Griffin moved to adopt Resolution 2019-34. Commissioner Dan Vassar seconded the motion. No discussion. Upon a roll call vote, the motion passed by a vote of four affirmatives and one negative.

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 November 20, 2019 through December 17, 2019 and the payroll dockets for November 22, 2019 and December 6, 2019 as presented, in the amount of \$24,430.17. 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, \$11,641.29; Redevelopment Capital Fund, \$1,826.38; and CEDIT Economic Development Income Tax Fund, \$10,962.50. Total: \$24,430.17.

Payroll Docket for Payday of November 22, 2019 and December 6, 2019: Redevelopment Department: Total Payroll: \$8001.60.

Business from the Commissioners: Commissioner Vassar commented that he learned Region Records is relocating to downtown Highland in the space formerly occupied by Thrifty Kleen Drycleaners and The Cobbler Shop. Discussion ensued. Everyone agreed that will be a nice addition to the downtown.

Next Meeting: The next full Study Session is scheduled for January 20, 2020. The next Public Meeting will also take place on January 20, 2020 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, January 9, 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 December 16, 2019 public meeting of the Highland Redevelopment Commission was adjourned at 7:37 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

**THE TOWN OF HIGHLAND
HIGHLAND REDEVELOPMENT COMMISSION
RESOLUTION 2019-34**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION APPROVING AN
AGREEMENT FOR LANDSCAPING SERVICES PROVIDED BY DEAN'S LAWN & LANDSCAPING
FOR RAIN GARDENS, SPECIFIC TO THE IMPROVEMENT PROJECT OF THE MUNICIPAL PARKING LOT AT
THE SOUTHWEST CORNER OF HIGHWAY AVENUE AND KENNEDY AVENUE,
TO THE HIGHLAND REDEVELOPMENT COMMISSION**

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

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

Whereas, The Redevelopment Commission may adopt rules and bylaws it considers necessary for the proper conduct of their proceedings, the carrying out of their duties; and

Whereas, The Redevelopment Commission is authorized to negotiate and enter into contract by statute; and

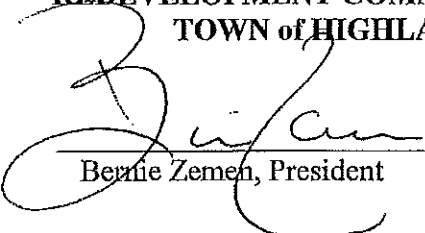
Whereas, The Redevelopment Commission does from time to time need financial advice and general redevelopment consulting to carry out its duties; and,

Now Therefore Be It Hereby Resolved by the Highland Redevelopment Commission, Lake County, Indiana:

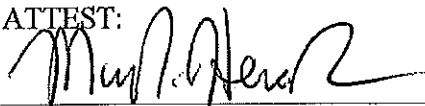
That it is in the best interest of the Town to enter into an Agreement with Dean's Lawn & Landscaping for Rain Gardens specific to the Redevelopment improvement project of the municipal parking lot located at the southwest corner of Highway Avenue & Kennedy Avenue for a total amount of \$25,407.18.

DULY PASSED and RESOLVED by the Highland Redevelopment Commission, Lake County, Indiana, this 16th day of December, 2019 having passed by a vote of 4 in favor and 0 opposed.

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


Bernie Zemen, President

ATTEST:


Mark Herak, Secretary

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

Fund 094 Redevelopment General

Debt 0000	D/S 2000 CUMMULATIVE CHECKS	83834	A E BOYCE CO INC	D/S 2000 CUMMULATIVE CHECKS	152.49	
094-0000-20003	OFFICE SUPPLIES-11/12/19 #1	84027	OFFICE DEPOT, INC	OFFICE SUPPLIES- 11/12/19 #1	454.57	
094-0000-20003	OFFICE SUPPLIES-11/12/19 #1	84028	OFFICE DEPOT, INC	OFFICE SUPPLIES-11/12/19 #2	29.99	
094-0000-20003	OFFICE SUPPLIES-11/19/19 #1	84029	OFFICE DEPOT, INC	OFFICE SUPPLIES-11/19/19 #1	90.87	
094-0000-20003	OFFICE SUPPLIES-11-19-19 #2	84030	OFFICE DEPOT, INC	OFFICE SUPPLIES-11-19-19 #2	7.99	
094-0000-31001	LEGAL FEES- GENERAL MATTERS	84036	TAUBER LAW OFFICE PC	LEGAL FEES- GENERAL MATTERS	266.00	
094-0000-31002	ASPHALT STAMPING INSPECTION	84026	NIS ENGINEERING, INC.	ASPHALT STAMPING INSPECTION	263.04	
094-0000-32002	2019 MILEAGE	84031	KATHY J FOX	2019 MILEAGE	151.38	
094-0000-33001	LEGAL AD	84025	THE TIMES OF NW INDIANA	LEGAL AD	39.90	
094-0000-35008	UTILITIES-2821 JEWETT	84042	NORTHERN IN PUBLIC SERVICE	UTILITIES-2821 JEWETT	104.82	
094-0000-35008	UTILITIES- 2811 JEWETT	84043	NORTHERN IN PUBLIC SERVICE	UTILITIES- 2811 JEWETT	163.89	
094-0000-35008	STORM-2605 CONDUIT	84037	TOWN OF HIGHLAND UTILITIES	STORM-2605 CONDUIT	10.14	
094-0000-35008	STORM-8618 KENNEDY	84038	TOWN OF HIGHLAND UTILITIES	STORM-8618 KENNEDY	40.67	
094-0000-35008	STORM-8610 KENNEDY	84039	TOWN OF HIGHLAND UTILITIES	STORM-8610 KENNEDY	10.14	
094-0000-35008	STORM-8612 KENNEDY	84040	TOWN OF HIGHLAND UTILITIES	STORM-8612 KENNEDY	10.14	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	83804	PAYROLL ACCOUNT	11/22PRL D/S TRANSFER REDEVELOPME	40.67	31519
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	83936	PAYROLL ACCOUNT	12/6 PRL D/S TRANSFER REDEVELOPME	4,873.48	31632
Total For Dept 0000					11,641.29	
Total For Fund 094 Redevelopment General					11,641.29	

Fund 096 Redevelopment Capital

Debt 0000	REIMBURSEMENT- BATTERIES-2811	84032	KATHY J FOX	REIMBURSEMENT- BATTERIES-2811 JEW	7.59	
096-0000-31007	LIGHTS- 2821 JEWETT	84033	MIDWESTERN ELECTRIC INC	LIGHTS-2821 JEWETT	268.79	
096-0000-39025	APPRAISAL FEE	84035	BOCHNOWSKI APPRAISAL CO	APPRAISAL FEE	750.00	
096-0000-39025	APPRAISAL FEE	84034	VALE APPRAISAL GROUP	APPRAISAL FEE	800.00	
Total For Dept 0000					1,826.38	
Total For Fund 096 Redevelopment Capital					1,826.38	

Fund 250 CREDIT ECON. DEV. INCOME TAX FUND

Debt 0000	ECON DEV & REAL ESTATE CONSULT	84020	BRADLEY COMPANY LLC	ECON DEV & REAL ESTATE CONSULTING	277.50	
250-0000-35010	MARKETING CONSULTING	84021	GRIFFIN MARKETING SERVICES,	MARKETING CONSULTING	3,200.00	
250-0000-35010	STRATEGIC DEVELOPMENT SERVICE	84024	KARNERBAUE ER, LLC	STRATEGIC DEVELOPMENT SERVICES	5,000.00	
250-0000-35010	ARCHITECTURAL SERVICES	84023	ROHN ASSOC ARCHITECTS & PLA	ARCHITECTURAL SERVICES	1,000.00	
250-0000-35010	LAND PLANNING & ARCH DESIGN	84022	WEAVER SHERMAN P.C	LAND PLANNING & ARCH DESIGN	1,485.00	
Total For Dept 0000					10,962.50	
Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND					10,962.50	

12/11/2019 10:05 AM
User: DMJ
DB: Highland

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 12/1/2019 - 12/17/2019
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 11,641.29
Fund 096 Redevelopment Capital 1,826.38
Fund 250 CREDIT ECON. DEV. INCOME 10,962.50

24,430.17