

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
MONDAY, DECEMBER 17, 2018**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Monday, December 17, 2018 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 5:50 p.m. Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director.

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

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

Also Present: Larry Kondrat, Board of Waterworks; Ed Dabrowski, IT Consultant; and Robin Carlascio, Idea Factory were also present.

General Substance of the Discussion

- 1. Review of Public Meeting Agenda:** In preparation for the Redevelopment Commission plenary meeting scheduled to follow the December 17, 2018 Study Session, the agenda was reviewed. Director DeGuilio-Fox gave a brief overview of the agenda items.
- 2. Cardinal Campus Development** – Director DeGuilio-Fox presented information in regard to the five pay requests that had been submitted by CC Indiana Holdings, LLC. The total expenditures, for which payment is requested, is \$5,810,000.00 and this is also the full amount of the bond committed for Phase I of the Cardinal Campus Allocation Area development. This total expenditure also completes Phase I of the Cardinal Campus Allocation Area project. Phase II of the development will likely begin sometime in 2019 prior to which appropriate approvals will be sought for the second tranche of the bonds committed for the overall project. As a side note, Ms. DeGuilio-Fox advised that Dr. Claude Gendreau has expended \$4.6 million of his own capital. This is noteworthy because it is significant that developer Gendreau has nearly matched the bonds approved by the Town of Highland.
- 3. Russell Company Pre-Development & Construction Service Agreement** – Director DeGuilio-Fox reminded the Redevelopment Commissioners that on July 16th the Pre-Development & Construction Service Agreement was approved so that a concept design of a new public works facility could be developed and used should the Council determine they will move forward with that part of the Russell Company project. Agreed upon costs for the Pre-Development & Construction Service Agreement was \$45,500.00. Commissioners were advised that amount is included in the Pay Accounts Payable Voucher that they will be asked to approve during their business meeting following the study session. A brief discussion ensued as to whether the Town has received the final work product for which the agreement was entered into. Ms. DeGuilio-Fox reported that while she has requested it on two separate occasions from Tamsen Kirby, Project Manager for Russell Company, the final work product has not yet been received. However, both Ms. DeGuilio-Fox and Attorney Tauber will follow up in this regard.

4. **2813 & 2815 Jewett Street** – Director DeGuilio-Fox reported that the roof replacement project at 2813 & 2815 Jewett had been completed. She also reminded the Commissioners that at a previous meeting she advised there would be additional costs added to the original contract amount of \$32,298.00. The additional costs are due to replacement of rotted roof decking that was found when old materials were removed during the project. The additional amount is \$1,696.00 and considered to be nominal considering the age and condition of the roof that was replaced. Ms. DeGuilio-Fox also reported that an invoice has not yet been received from Popa Heating & Cooling for the new HVAC equipment that was installed at the same time the roofing project was conducted.

5. **Cardinal Campus Ribbon Cutting** – Director DeGuilio-Fox reminded all present that the Cardinal Campus, Phase I ribbon cutting was scheduled for the next day, Tuesday, December 18th and that both Commissioner Bernie Zemen and Michael Griffin, in his capacity as Highland Clerk-Treasurer, are scheduled to be speakers at the event. The event runs from 4:00 – 6:00 p.m. and the program is scheduled to begin at 4:30 p.m. The ribbon cutting will be held in the Veterinary Orthopedic Center (VOC). Ms. DeGuilio-Fox encouraged everyone to attend. She further encouraged everyone to view the VOC website and Facebook page suggesting that both are nicely done and offer helpful and important information for pet owners.

There being no further discussion, the December 17, 2018 Study Session of the Highland Redevelopment Commission adjourned at 5:59 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING MINUTES
MONDAY, DECEMBER 17, 2018**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on December 17, 2018 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Zemen called the meeting to order at 6:00 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. Commissioner Mark Herak was absent. A quorum was attained.

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

Also present: Larry Kondrat, Board of Waterworks; Ed Dabrowski, IT Consultant; Robin Carlascio, Idea Factory were also present.

Minutes of the Previous Meetings: Commissioner Dan Vassar moved to approve the minutes of the Study Session and Public Meeting of November 19, 2018 as well as the minutes of the Study Session of December 3, 2018. Commissioner Michael Griffin seconded the motion. Upon a roll call vote, the motion passed. The minutes were approved by a vote of four affirmatives and no negatives.

Special Orders: None

Public Comment: None

Communications: None

Unfinished Business and General Orders: None

New Business:

1. **Approval of Request for Payment for the Cardinal Campus Development:** Having introduced and provided a detailed description of the requests for payment by CC Indiana Holdings, LLC during the study session, Director DeGuilio-Fox presented four pay requests for approval. The pay requests included:
 - a. Draws # 9 and 10 in the amount of \$2,646,198.13,
 - b. Draw #11 in the amount of \$1,191,844.32,
 - c. Draw #12 in the amount of \$1,102,261.78 and
 - d. Draw #13 in the amount of \$869,695.77

The total requested was \$5,810,000.00 which is equal to the full amount of the approved bond for Phase I of the Cardinal Campus development. Ms. DeGuilio-Fox requested the Redevelopment Commission President and Secretary Pro-Tem sign the Request for Payment documents upon approval. She advised that copies of the Request for Payment documents, and supporting documents, will be forwarded to Clerk-Treasurer Michael Griffin who will in turn send them to the project Trustee for payment. The Commissioners were advised that this action completes draw

down of the full \$5,810,000.00 approved for Phase I and completes Phase I of the three phase development. Commissioner Steve Wagner moved to approve the requests for payment. Commissioner Dan Vassar seconded the motion. Upon a roll call vote the motion passed with four affirmatives and no negatives.

Action to Pay Accounts Payable Vouchers: Commissioner Wagner made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period November 21, 2018 through December 19, 2018 and the payroll docket for November 23, 2018 and December 7, 2018, as presented, in the amount of \$140,247.70. Commissioner Vassar seconded the motion. Upon a roll call vote, and with an abstention courteously made by Commissioner Michael Griffin, the motion passed with three affirmative votes and no negatives.

Vendors Accounts Payable Docket:

Redevelopment General Fund, \$11,942.09; Redevelopment Capital Fund, \$49,572.94; CEDIT Economic Development Income Tax Fund, \$78,732.67. Total: \$140,247.70.

Payroll Docket for Payday of October 26, 2018 and November 9, 2018:

Redevelopment Department: Total Payroll: \$7,754.92.

Business from the Commissioners: Commissioner Vassar inquired as to the status of the renovations of 2936 Highway Avenue, the former Anthony's Café and now owned by DEF Properties. Director DeGuilio-Fox advised she has been in contact with the owners, permits have been pulled and renovation work has started on the exterior of the building. She also advised that the Curiels have been advised of what is planned as their final day of occupancy at 8620 Kennedy Avenue. And, Ms. DeGuilio-Fox reported she has also spoken with Actin and is working with Lila to schedule the demolition work. Public Works has also been notified of the intended shut off of utilities in the near future and the Redevelopment office will contact NIPSCO also.

Next Meeting: The next full Study Session is scheduled for January 7, 2019 at 7:00 p.m. The next Public Meeting will be convened on January 21, 2019 at 7:30 p.m. A Study Session at 7:00 p.m. will precede the public meeting and reconvene following the public meeting, if deemed necessary. The next meeting of the Highland Main Street will be Thursday, January 3, 2018 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 17, 2018 public meeting of the Highland Redevelopment Commission was adjourned at 6:08 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
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Fund 094 Redevelopment General						
Dept 0000	PRINTER INK & SUPPLIES	77378	OFFICE DEPOT, INC	PRINTER INK & SUPPLIES	585.17	
094-0000-20003	LEGAL FEES- GENERAL MATTERS	77359	TAUBER LAW OFFICE PC	LEGAL FEES- GENERAL MATTERS	3,496.00	
094-0000-31001	MEMBERSHIP NOVEMBER MEETING	77379	HIGHLANDGRIFLTH CHAMBER OF	MEMBERSHIP NOVEMBER MEETING	15.00	
094-0000-31004	MEMBERSHIP DECEMBER MEETING	77380	HIGHLANDGRIFLTH CHAMBER OF	MEMBERSHIP DECEMBER MEETING	15.00	
094-0000-31004	CHAMBER 2019 MEMBERSHIP MEETI	77381	HIGHLANDGRIFLTH CHAMBER OF	CHAMBER 2019 MEMBERSHIP MEETINGS	200.00	
094-0000-31004	IMS CONFERENCE TICKET-11/16/1	77361	LANCE RYSKAMP (R)	IMS CONFERENCE TICKET-11/16/18	25.00	
094-0000-31023	WALL REPAIR- JEWETT STREET	77364	ANGOTTI LANDSCAPING	WALL REPAIR- JEWETT STREET	600.00	
094-0000-32002	MIILEAGE-IMS CONFERENCE	77360	LANCE RYSKAMP (R)	MIILEAGE-IMS CONFERENCE	127.53	
094-0000-34023	HEALTH INS	77315	TOWN OF HIGHLAND INS FUND (HEALTH/LIFE INS PREM REDEV 2018 D	1,622.48	29886
094-0000-34043	LIFE INS	77315	TOWN OF HIGHLAND INS FUND (HEALTH/LIFE INS PREM REDEV 2018 D	13.06	
094-0000-35008	UTILITIES-2811 JEWETT-THRU 11	77372	NORTHERN IN PUBLIC SERVICE	UTILITIES-2811 JEWETT-THRU 11/26/	112.79	
094-0000-35008	UTILITIES-8620 KENNEDY-THRU 1	77382	NORTHERN IN PUBLIC SERVICE	UTILITIES-8620 KENNEDY-THRU 11/27/	199.29	
094-0000-35008	STORM-8612 KENNEDY-THRU 11/13	77383	TOWN OF HIGHLAND UTILITIES	UTILITIES-8620 KENNEDY-THRU 11/15	72.06	
094-0000-35008	STORM-8618 KENNEDY-THRU 11/13	77384	TOWN OF HIGHLAND UTILITIES	STORM-8612 KENNEDY-THRU 11/13/18	10.14	
094-0000-35008	STORM-8610 KENNEDY-THRU 11/13	77385	TOWN OF HIGHLAND UTILITIES	STORM-8618 KENNEDY-THRU 11/13/18	40.67	
094-0000-35008	STORM-2605 CONDIT-THRU 11/13/	77386	TOWN OF HIGHLAND UTILITIES	STORM-8610 KENNEDY-THRU 11/13/18	10.14	
094-0000-39001	CHAMBER 2019 DUES	77363	HIGHLANDGRIFLTH CHAMBER OF	STORM-2605 CONDIT-THRU 11/13/18	10.14	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	77331	PAYROLL ACCOUNT	CHAMBER 2019 DUES	64.40	
	Total For Dept 0000			REDEVELOP GEN TRANSFER GROSS	4,723.22	29885
				Total For Fund 094 Redevelopment General	11,942.09	

Fund 096 Redevelopment Capital						
Dept 0000	THERMOSTAT KEYS-2811 JEWETT	77362	LANCE RYSKAMP (R)	THERMOSTAT KEYS-2811 JEWETT	7.18	
096-0000-31007	LIGHTS-2811 JEWETT	77365	MENARDS	LIGHTS-2811 JEWETT	39.92	
096-0000-31007	FURNACE REPAIR-8620 KENNEDY	77376	POPA HEATING & COOLING	FURNACE REPAIR-8620 KENNEDY	254.66	
096-0000-31007	MGT FEES-NOVEMBER	77366	ROSE REAL ESTATE	MGT FEES- NOVEMBER	217.60	
096-0000-31019	IND BLVD PHASE 1	77377	DEAN'S LAWN & LANDSCAPING I	IND. BLVD PHASE 1	49,053.58	
	Total For Dept 0000			Total For Fund 096 Redevelopment Capital	49,572.94	
				Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND	49,572.94	

Fund 250 CREDIT ECON. DEV. INCOME TAX FUND						
Dept 0000	MARKETING EXPENSES-DECEMBER	77375	GRIFFIN MARKETING SERVICES,	MARKETING EXPENSES-DECEMBER	1,100.16	
250-0000-35010	MARKETING PLAN SERVICES	77367	GRIFFIN MARKETING SERVICES,	MARKETING PLAN SERVICES	7,166.67	
250-0000-35010	MARKET SERVICE EXPENSES	77368	GRIFFIN MARKETING SERVICES,	MARKETING SERVICE EXPENSES	1,116.39	
250-0000-35010	MARKET CONCEPT/ SCHEMATIC DES	77374	LARENT DESIGN CORPORATION	MARKET CONCEPT/ SCHEMATIC DESIGN	7,289.45	
250-0000-35010	DEVELOPMENT CONSULTING- NOVEM	77371	TARA DEVELOPMENT CORPORATIO	DEVELOPMENT CONSULTING- NOVEMBER	5,000.00	
250-0000-35010	DEVELOPMENT CONSULTING- OCTOB	77369	TARA DEVELOPMENT CORPORATIO	DEVELOPMENT CONSULTING-OCTOBER	5,000.00	
250-0000-35010	STRATEGIC DEV SERVICES-THRU 1	77370	TINA RONGERS	STRATEGIC DEV SERVICES-THRU 12/4	6,500.00	
250-0000-35011	RUSSELL PREDEVEL CONTRACT SVC	77404	RUSSELL CONSTRUCTION COMPAN	RUSSELL PREDEVELOPMENT CONSTRUCTI	45,500.00	
	Total For Dept 0000			Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND	78,732.67	
				Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND	78,732.67	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND

INVOICE ENTRY DATES 1/1/2018 - 12/19/2018

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

Fund 094 Redevelopment General	11,942.09
Fund 096 Redevelopment Capital	49,572.94
Fund 250 CREDIT ECON. DEV. INCOME	78,732.67

140,247.70