

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
MONDAY, DECEMBER 18, 2017**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Monday, December 18, 2017 at 7:35 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 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.

General Substance of the Discussion

Agenda for Public Meeting: Redevelopment Director Kathy DeGuilio-Fox reviewed the public meeting agenda with the Commission. Discussion ensued regarding a change of January 2018 meeting dates and time due to the first and third Mondays of January falling on holidays. Commissioners determined the alternative meeting dates would be:

- Study Session: Monday, January 8, 2018
- Study Session and Public Meeting: Monday, January 22, 2018

These changes will be advertised along with the 2018 meeting schedule for the Highland Redevelopment Commission.

Cardinal Campus/Prairie & Main: Ms. DeGuilio-Fox advised that three economic impact reports were included in the packets:

1. Projected Economic Impact – Employees: Provides an estimated number of employees for all eight of the buildings planned for the Cardinal Campus development and is based on industry standards for the planned square footage of each building. The final numbers will depend on the type of business that leases each building.
2. Projected Economic Impact – Jobs: Provides an overview of the initial projected employment for the Veterinary Surgical Center and the boutique hotel. The overview includes the positions planned for each building as well as the annual salary of each as well as the total gross wages.
3. Projected Economic Impact – Construction Costs: Provides an overview of the estimated construction costs for each of the eight buildings as provided by Tim Kirkby, FARR ASSOCIATES Project Manager for the Cardinal Campus development. Mr. Kirkby also reported that about 50% of the total construction cost is for labor.

Discussion ensued. Economic impact statements will be revised and presented to the Redevelopment Commissioners as development moves forward and business operations begin. Redevelopment Commission Attorney Rhett Tauber advised that he has a meeting, with Redevelopment Commissioner Michael Griffin; James Shanahan, Taft Stettinius & Hollister LLP; Matt Reardon, MCR Partners Ltd; Dan

Botich, SEH Indiana and himself, scheduled for Thursday, December 21, 2017 to discuss a development agreement for the Cardinal Campus project.

Foreit Façade Improvement Grant: Ms. DeGuilio-Fox reported that she and Dr. Foreit had further discussed his options for improving the façade of his building and come to an agreement that he would not paint the façade but instead use a brick stain. This method provides permanent color that enhances the brick rather than covering it. And, while it will change the color of the brick it will not chip or peel in the future. Ms. DeGuilio-Fox reported her conversation with Ken Mika, Building Commissioner, who agreed that brick stain is an acceptable treatment for brick façades and by doing this there is no need to amend design standards or ordinances. While the cost is higher than brick, Dr. Foreit expressed his willingness to make the investment in his building.

The December 18, 2017 Study Session ended at 7:45 p.m.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING MINUTES
MONDAY, DECEMBER 18, 2017**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on December 18, 2017 at 8:00 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 Dan Vassar made a motion to approve the minutes as written of the Study Session, Public Meeting of November 20, 2017 and the minutes of the Study Session of December 4, 2017. Commissioner Michael Griffin seconded the motion. Upon a roll call vote, the motion passed. The minutes were approved.

Public Comment: Larry Kondrat, asked if there are development plans for the Shade property behind the vacant Ultra Grocery Store and if that will tie into the Kennedy Avenue properties in the vicinity of the old Town Theatre. He was advised that there currently are no plans in place. Commissioner Vassar advised that the Town would like to continue to purchase and assemble properties and then try to find a developer to work with. Commissioner Griffin commented that any development in the area asked about would have to be consistent with the Highland Redevelopment District Comprehensive Plan (2007) and the Town of Highland Kennedy Avenue Corridor Plan (2016; not officially adopted by the Redevelopment Commission). Discussion ensued

Special Orders: None

Communications: None

Unfinished Business and General Orders: None

New Business:

Rescheduling of the January 2018 Meetings of the Highland Redevelopment Commission: Upon discussion the Redevelopment Commissioners agreed that because the January 2018 meetings scheduled for the first and third Mondays of the month fall on holidays, they should be rescheduled for Monday, January 8, 2018 (the second Monday of January) and Monday, January 22, 2018 (the fourth Monday of January) to convene at 8:00 p.m. following the Town Council Plenary Session. Commissioner Dan Vassar made a motion to authorize the meetings date change. Commissioner Steve Wagner seconded the motion. Upon a roll call vote, the motion passed. The January 2018 meeting dates were changed. Subsequent 2018 meetings will meet as advertised on the first and third Mondays of the month unless otherwise noted.

Action to Pay Accounts Payable Vouchers: Commissioner Dan Vassar made a motion to pay account payables as presented in the amount of \$20,560.68. Commissioner Steve Wagner 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 January 8, 2018 at 8:00 p.m. The next Public Meeting will be held on January 22, 2018 at 8:30 p.m. A Study Session at 8:00 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 4, 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 Dan Vassar made a motion to adjourn the meeting. Commissioner Mark Herak seconded the motion. Upon a voice vote, the motion passed. The December 12, 2017 public meeting of the Highland Redevelopment Commission was adjourned at 8:08 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

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

Fund 094 Redevelopment General

Dept 0000	REFUND FESTIVAL OF THE TRAIL	70261	BROADWAY PLAZA PAIN RELIEF	REFUND FESTIVAL OF THE TRAIL CANC	25.00	
094-0000-09000	REDEV GEN NON APPROPRIATION	70428	JACQUELYN M CONTRERAS	REFUND FESTIVAL OF THE TRAIL CANC	25.00	
094-0000-09000	REFUND FESTIVAL OF THE TRAIL	70241	JOSEPH EDWARD SOUCIE	REFUND FESTIVAL OF THE TRAIL CANC	25.00	
094-0000-09000	REFUND FESTIVAL OF THE TRAIL	70498	SUSANA M LEWIS	REFUND FESTIVAL OF THE TRAIL CANC	25.00	
094-0000-09000	REFUND FESTIVAL OF THE TRAIL	70240	TAMMY CONOVER	REFUND FESTIVAL OF THE TRAIL CANC	25.00	
094-0000-20003	OFFICE SUPPLIES	70519	OFFICE DEPOT	OFFICE SUPPLIES	51.23	
094-0000-20003	D/S BULK PAPER	69974	THE PAPER CORPORATION	D/S BULK PAPER	202.39	
094-0000-20004	BALANCE MORAL EXPENSES REIMBU	70509	MELISSA WASHBURN	BALANCE MORAL EXPENSES REIMBURSEM	296.52	
094-0000-31001	LEGAL FEES-GENERAL MATTERS	70517	TABER LAW OFFICE PC	LEGAL FEES- GENERAL MATTERS	2,435.00	
094-0000-31003	REDEVELOPMENT CONSULTING FEES	70503	CECILE L PERRO	REDEVELOPMENT CONSULTING FEES	1,098.50	
094-0000-31003	SUPPLEMENTAL FINANCIAL SERVIC	70520	SHORT-ELLIOTT-HENDRICKSON,	SUPPLEMENTAL FINANCIAL SERVICES-2	3,855.00	
094-0000-31003	FINANCIAL CONSULTING EXPENSES	70521	SHORT-ELLIOTT-HENDRICKSON,	FINANCIAL CONSULTING EXPENSES-201	36.57	
094-0000-31004	NOVEMBER MEMBERSHIP MEETING T	70501	HIGHLANDGRIFFITH CHAMBER OF	NOVEMBER MEMBERSHIP MEETING TICKET	15.00	
094-0000-31004	ICAC LUNCHEON MEETING REIMBUR	70499	KATHY J FOX	ICAC LUNCHEON MEETING REIMBURSEME	20.00	
094-0000-31004	ICAC LUNCHEON REIMBURSEMENT-1	70515	LANCE RYSKAMP (R)	ICAC LUNCHEON REIMBURSEMENT-12/11/	20.00	
094-0000-32002	MILEAGE- NMI FORUM LUNCHEON-1	70516	LANCE RYSKAMP (R)	MILEAGE- 11/30/17 & 12/7/17	36.38	
094-0000-34023	BUSINESS CARDS	70504	BAKTER PRINTING INC	BUSINESS CARDS	40.00	
094-0000-34023	HEALTH INS	70411	TOWN OF HIGHLAND INS FUND (DEC HEALTH/LIFE INS PREM REDEV	1,502.98	
094-0000-34043	LIFE INS	70411	TOWN OF HIGHLAND INS FUND (DEC HEALTH/LIFE INS PREM REDEV	13.06	
094-0000-35008	UTILITIES-2811 JEWETT-THRU 11	70505	NORTHERN IN PUBLIC SERVICE	UTILITIES-2811 JEWETT-THRU 11/15/	268.36	
094-0000-35008	GAS-8618 KENNEDY-THRU 11/15/1	70506	NORTHERN IN PUBLIC SERVICE	UTILITIES-THRU 11/15/17	32.69	
094-0000-35008	UTILITIES-8610/12 KENNEDY-THR	70507	NORTHERN IN PUBLIC SERVICE	UTILITIES-8610/8612 KENNEDY-THRU	86.78	
094-0000-35008	UTILITIES-2821 JEWETT-THRU 11	70508	NORTHERN IN PUBLIC SERVICE	UTILITIES-2821 JEWETT-THRU 11/22/	59.13	
094-0000-35008	STORM-8612 KENNEDY-THRU 11/13	70510	TOWN OF HIGHLAND UTILITIES	STORM-8612 KENNEDY-THRU 11/13/17	10.14	
094-0000-35008	STORM-8610 KENNEDY-THRU 11/13	70511	TOWN OF HIGHLAND UTILITIES	STORM-8610 KENNEDY-THRU 11/13/17	10.14	
094-0000-35008	UTILITIES-8620 KENNEDY-THRU 1	70512	TOWN OF HIGHLAND UTILITIES	UTILITIES-8620 KENNEDY-THRU 11/9/	72.06	
094-0000-35008	STORM-2605 CONDIT-THRU 11/13/	70513	TOWN OF HIGHLAND UTILITIES	STORM-2605 CONDIT-THRU 11/13/17	10.14	
094-0000-35008	STORM-8618 KENNEDY-THRU 12/1/	70514	TOWN OF HIGHLAND UTILITIES	STORM-8618 KENNEDY-THRU 12/1/17	40.67	
094-0000-39001	2018 MEMBERSHIP DUES	70502	HIGHLANDGRIFFITH CHAMBER OF	2018 MEMBERSHIP DUES	64.40	
094-0000-45200	REDEVELOP GEN TRANSFER PERF	70260	PAYROLL ACCOUNT	11/24PRL D/S TRANSFER REDEVELOPME	4,766.58	28039
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	70340	PAYROLL ACCOUNT	12/8PRL D/S TRANSFER REDEVELOPME	4,710.61	28071
Total For Dept 0000					19,879.33	
Total For Fund 094 Redevelopment General					19,879.33	

Fund 096 Redevelopment Capital					
Dept 0000	NOVEMBER MGT FEES	70500	ROSE REAL ESTATE	NOV MGT FEE & REPAIRS-2815 JEWETT	380.89
096-0000-31007	NOVEMBER MGT FEES	70500	ROSE REAL ESTATE	NOV MGT FEE & REPAIRS-2815 JEWETT	300.46
096-0000-31007	ROOF REPAIRS-2813 JEWETT	70518	Total For Dept 0000		681.35
Total For Fund 096 Redevelopment Capital					681.35

GL Number Invoice Line Desc

Ref # Vendor

Invoice Description

Amount Check #

Fund Totals:

Fund 094 Redevelopment General
Fund 096 Redevelopment Capital

19,879.33
681.35

20,560.68