

**HIGHLAND REDEVELOPMENT COMMISSION
INFORMAL REVIEW SESSION MINUTES - APPROVED
MONDAY, FEBRUARY 17, 2020**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Monday, February 17, 2020 in the Upper Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. The Informal Review Session was called to order at 7:02 p.m. by Commission President George Georgeff.

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

Roll Call: Commissioners present included Sean Conley, George Georgeff, Cyril Huerter, and Bill Leep. Commissioner Robyn Radford was absent. A quorum was established.

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

Also Present: Guest presenters in attendance were John Talbot, Weaver Consulting Group and Dan Botich, SEH of Indiana. Also in attendance were Harold (Hal) Slager, Triangle Equities, LLC and Robert Collins, AIA, Architect.

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. **John Talbot, Weaver Consulting Group – Presentation:** Mr. Talbot provided a brief history and update of the SW corner project at Kennedy & Highway to the Commissioners. He displayed the drawings of the corner and explained the primary features of the project confirming the information they received previously. Brief discussion ensued.
3. **Dan Botich of SEH of Indiana, Inc.:** Mr. Botich made a presentation to the Commissioners that included information specific to the four allocation areas that have been established in the Town of Highland. He explained the process through which an allocation area is established, as well as the location and financial data for each of the four in Highland. Discussion ensued.
4. **Commercial Property Improvement Grant Request:** Mr Hal Slager and Mr. Bob Collins attended the meeting asking to make a presentation to the commissioners. Although they were not on the agenda the commissioners welcomed their presentation in support of Mr. Slager's request for two Commercial Property Improvement Grants. The presentation was informative. Discussion ensued.
5. **Change of Meeting Day and/or Time:** Director DeGuilio-Fox presented a proposed new meeting schedule for the commission. She explained that Councilman Sheeman had requested the Redevelopment Commission change the day of their meetings because it is difficult for him to attend when the Council meetings run long. Ms. DeGuilio-Fox reminded the Commissioners that the Council meetings are convened immediately before their meetings. And, when they run long, Councilman Sheeman is either late or unable to join the Commission. After researching the current meeting schedule of the other Highland boards and commissions, as well as the availability of the conference room, Ms. DeGuilio-Fox presented the option of meeting on the second (2nd) and fourth (4th) Tuesday

of each month. The Commissioners agreed to meet on these days, continuing in the same 7:00 PM time slot. Brief discussion ensued.

6. **2020 Goals – Discussion:** Ms. DeGuilio-Fox asked the commissioners to review the draft 2020 redevelopment goals along with the 2019 goals that had been set last year. This topic will be discussed at an upcoming meeting.
7. **Highland Main Street:** The topics related to Highland Main Street were tabled due to time constraint.
8. **Redevelopment Commissioner Comments:** None

There being no further business, the February 17, 2020 study session of the Highland Redevelopment Commission was adjourned at 9:15 PM.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING MINUTES - APPROVED
MONDAY, FEBRUARY 17, 2020**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on February 17, 2020 in the Upper Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President George Georgeff called the meeting to order at 9:15 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 Sean Conley, George Georgeff, Cyril Huerter and Bill Leep. Commissioner Robyn Radford was absent. A quorum was attained.

Additional Officials Present: Roger Sheeman, Council Liaison to the Redevelopment Commission; Pat Krull, School Town of Highland liaison and non-voting member; John R. Reed, Abrahamson Reed and Bilse; and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: Guest presenters in attendance included John Talbot, Weaver Consulting Group and Dan Botich, SEH of Indiana. Also present were Harold (Hal) Slager, Triangle Equities, LLC and Robert Collins, AIA, Architect.

Minutes of the Previous Sessions: Commissioner Bill Leep moved to approve minutes of the Study Session and Plenary Business meeting of January 20, 2020 and Study Session of February 3, 2020. Commissioner Cyril Huerter seconded the motion. No discussion. 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. Authorize and Approve Change of 2020 Redevelopment Commission Meeting Schedule from First and Third Monday each Month to Second and Fourth Tuesday of each Month.** Following up on the presentation of a proposed new meeting schedule, Director DeGuilio-Fox advised that there were few other options for meetings at the Town Hall and that most other evenings the conference room was already in use. Councilman Cy Huerter made a motion to accept the new schedule. Councilman Bill Leep seconded the motion. Brief discussion ensued. Upon a roll call vote the motion passed with four affirmatives and no negatives. Ms. DeGuilio-Fox advised the Commissioners she would advertise the new meeting schedule and make notifications as required.
- 2. Consideration of Resolution 2020-05: A Resolution of the Highland Redevelopment Commission Authorizing a Contract with Thunder Road Productions for Car Cruise Consulting and Organizational Services.** Ms. DeGuilio-Fox advised that this is the first of the Highland Main Street events and scheduled for Saturday, June 6th from 1:00 – 5:00 PM, with a rain date of Sunday, June 7th from 1:00 – 5:00 PM. She further advised that Thunder Road Productions has been the consulting organization for numerous years. The organization recruits all of the cruise participants

as well as the awards. Councilman Huerter made a motion to authorize the contract with Thunder Road Productions. Councilman Leep seconded the motion. Brief discussion ensued. Upon a roll call vote the motion passed with four affirmatives and no negatives.

Action to Pay Accounts Payable Vouchers: Commissioner Huerter made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period January 22, 2020 through February 18, 2020 and the payroll dockets for January 31, 2020 and February 14, 2020 as presented, in the amount of \$181,042.12. Commissioner Sean Conley seconded the motion. Upon a roll call vote the motion passed with four affirmative votes and no negatives.

Vendors Accounts Payable Docket:

Redevelopment General Fund, \$18,990.24; Redevelopment Bond & Interest Fund, \$115,683.75; Cardinal Campus Allocation Area Fund, \$38,606.00 and CEDIT Economic Development Income Tax Fund, \$7,762.13. Total: \$181,042.12.

Payroll Docket for Payday of January 31, 2020 and February 14, 2020: Redevelopment Department: Total Payroll: \$8009.60.

Business from the Commissioners: There was no additional business from the Commissioners except that Commissioner Georgeff will be absent for the March 10, 2020 study session. He advised he will be out of town on that date.

Next Meeting: The next Informal Review Session is scheduled for Tuesday, March 10, 2020. The next Public Meeting will convene on Tuesday, March 24, 2020 immediately following the study session. A Study Session will precede the public meeting and reconvene following the public meeting, if deemed necessary. The next meeting of the Highland Main Street will be rescheduled to Thursday, March 5, 2020 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 Huerter made a motion to adjourn the meeting. Commissioner Conley seconded the motion. Upon a voice vote, the motion passed. The February 17, 2020 public meeting of the Highland Redevelopment Commission was adjourned at 9:30 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

RESOLUTION NO. 2020-05

RESOLUTION OF THE HIGHLAND REDEVELOPMENT
COMMISSION AUTHORIZING A CONTRACT WITH THUNDER ROAD
PRODUCTIONS FOR CAR CRUISE CONSULTING AND
ORGANIZATIONAL SERVICES

WHEREAS, the Highland Redevelopment Commission (the "Commission"), exists and operates under the provisions of the Redevelopment of Cities and Towns Act in I.C. 36-7-14, as amended from time to time (the "Act"); and

WHEREAS, the Highland Redevelopment Commission is authorized to negotiate and enter into contracts by statute; and

WHEREAS, the Highland Redevelopment Commission has requested a proposal for consulting and organizational services.

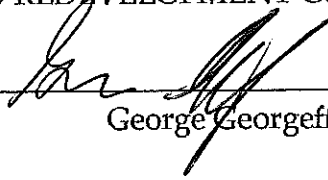
NOW, THEREFORE, be it resolved as follows:

That it is in the best interest of the Town to enter into a contract with Thunder Road Productions for consulting and organizational services for an amount not to exceed \$400.00.

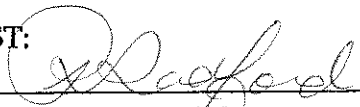
Adopted and approved at a meeting of the Highland Redevelopment Commission held on the 17th day of February, 2020 having passed by a vote of 4 in favor and 0 opposed.

HIGHLAND REDEVELOPMENT COMMISSION

BY: _____


George Georgeff, President

ATTEST:



Robyn Radford, Secretary



CRUISE PERFORMANCE AGREEMENT

Thunder Road Productions (TR) referred to as performer and Highland Redevelopment Commission referred to as the sponsor agrees to the following:

Date: June 6th Rain Date June 7th

Location: Downtown Highland

Time: 1pm to 5pm— Registration: 1pm to 3pm

The total cost of the Cruise \$400.00.

This event is being contracted as a Rain Dated event. Cruise may be canceled no less than 4 hours prior to the scheduled start time. If the event is canceled less than 4 hours prior to the scheduled start time or if TR arrives on site a fee of \$75.00 will be paid to TRP. Once the event starts the full contract amount is due even if the event is shortened at the sponsors request.

PERFORMER WILL PROVIDE Registration staff necessary for a Cruise. TRP will provide PA system and music. TR will arrive approximately 1 hour prior to the start of the cruise to set up. TR will provide 20 awards.

SPONSOR WILL PROVIDE Location for the event, with an alternative if original is unsuitable. Additional staff to assist in special parking assignments, and security if required by the city of Highland will be provided by the sponsor. Any additional facilities such as porta-potties, barriers, etc., will be provided by the sponsor. All cleanups are the responsibility of the sponsor.

The relationship created by this agreement is that of an independent contract between TRP and the sponsor. Any and all alterations and or additions to this contract may only be made in writing and a copy will be provided to the sponsor once everything is agreed to.

All services are due and payable the day of the event unless otherwise agreed to.

Barbara J. McDonald
Car Show & Cruise-In Event Coordinator

Date: February 11, 2020

Sponsor *Kathy DeGaulis-Jox* Date *February 17, 2020*

Thunder Road Productions
18102 Wildwood Avenue
Lansing, Illinois 60438

ADDENDUM

Thunder Road (Performer) agrees to provide Highland Redevelopment Commission (Sponsor) an invoice for services on the date of the event, or no later than Monday, June 8, 2020, for processing. Sponsor shall make payment to Performer upon proper presentation of a claim made in a public meeting, in accordance with Indiana law.

Date: March 17, 2020

BY: Barbara J McDonald - owner
On behalf of Thunder Road

Date: Feb 18, 2020

BY: Kathy DeKunzio - Fox
On behalf of Highland Redevelopment Commission

Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 094 Redevelopment General					
Dept 0000					
094-0000-20003	85027	OFFICE DEPOT, INC	OFFICE SUPPLIES	88.51	
094-0000-20004	85028	FRIEHOUSE IMAGE CENTER	DOWNTOWN BANNERS	3,285.32	
094-0000-31001	85014	ABRAHAMSON, REED & BILSE	LEGAL FEES- GENERAL	475.00	
094-0000-31004	85026	SOUTH SHORE CLEAN CITIES	ANNUAL CONFERENCE REGISTRATION	45.00	
094-0000-34001	84985	KEYSTONE BONDING&SURETY AGE	REDEV COMMISSIONER BONDS (1 OF 5)	100.00	31887
094-0000-34023	85080	TOWN OF HIGHLAND INS FUND (FEB 2020 HEALTH/LIFE INS PREM RED	1,994.23	
094-0000-34023	85081	TOWN OF HIGHLAND INS FUND (JAN 2020 HEALTH/LIFE INS PREM RED	1,994.23	
094-0000-34043	85080	TOWN OF HIGHLAND INS FUND (FEB 2020 HEALTH/LIFE INS PREM RED	16.32	
094-0000-34043	85081	TOWN OF HIGHLAND INS FUND (JAN 2020 HEALTH/LIFE INS PREM RED	15.44	
094-0000-35008	85011	NORTHERN IN PUBLIC SERVICE	UTILITIES- 2821 JEWETT	84.42	
094-0000-35008	85015	NORTHERN IN PUBLIC SERVICE	UTILITIES- 2811 JEWETT	262.74	
094-0000-35008	85016	TOWN OF HIGHLAND UTILITIES	STORM- 8618 KENNEDY	40.67	
094-0000-35008	85017	TOWN OF HIGHLAND UTILITIES	STORM- 8612 KENNEDY	10.14	
094-0000-35008	85023	TOWN OF HIGHLAND UTILITIES	STORM- 8610 KENNEDY	10.14	
094-0000-35008	85024	TOWN OF HIGHLAND UTILITIES	STORM- 8620 KENNEDY	40.67	
094-0000-35003	85025	TOWN OF HIGHLAND UTILITIES	STORM- 2605 CONDIT	10.14	
094-0000-35003	85012	LK CO CONVENTIVSTRS BUREAU/	PARTNERSHIP PACKAGE	573.75	
094-0000-39001	85012	PAYROLL ACCOUNT	2/14PRL D/S TRANSFER REDEVELO	4,878.33	31895
094-0000-45200	85079	PAYROLL ACCOUNT	1/31 PRL D/S TRANSFER REDEVELOPME	5,065.19	31866
094-0000-45200			Total For Dept 0000	18,990.24	
			Total For Fund 094 Redevelopment General	18,990.24	

Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT					
Dept 0000					
101-0000-39011	84855	THE HUNTINGTON NATIONAL BAN	REDEVELOPMENT DISTRICT BOND SERIE	105,000.00	999271
101-0000-39012	84855	THE HUNTINGTON NATIONAL BAN	REDEVELOPMENT DISTRICT BOND SERIE	10,683.75	999271
			Total For Dept 0000	115,683.75	
			Total For Fund 101 REDEVELOPMENT BND & INT NON-EXEMP	115,683.75	

Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 107 CARDINAL CAMPUS ALLOCATION					
Dept 0000					
107-0000-10100	84857	REGIONS BANK	CARDINAL CAMPUS PRINCIPAL PAYMENT	38,606.00	999272
			Total For Dept 0000	38,606.00	
			Total For Fund 107 CARDINAL CAMPUS ALLOCATION	38,606.00	

Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 250 CEDIT ECON. DEV. INCOME TAX FUND					
Dept 0000					
250-0000-35010	85010	KARNERBLUE ER, LLC	GRANT PLANNING SERVICES	1,682.13	
250-0000-35010	85013	ROHN ASSOC ARCHITECTS & PLA	ARCHITECTURAL SERVICES	6,080.00	
			Total For Dept 0000	7,762.13	
			Total For Fund 250 CEDIT ECON. DEV. INCOME TAX FUND	7,762.13	

02/14/2020 09:29 AM
User: CRK
DB: Highland

INVOICE GL DISTRIBUTION PORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 2/2020 - 02/18/2020
BOTH JOURNALIZED AND UNJOURNALIZED

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

Fund Totals:
Fund 094 Redevelopment General 18,930.24
Fund 101 REDEVELOPMENT BND & INT 115,683.75
Fund 107 CARDINAL CAMPUS ALLOCATI 38,606.00
Fund 250 CREDIT ECON. DEV. INCOME 7,762.13

181,042.12