

**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION MINUTES  
WEDNESDAY, April 8, 2015**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Wednesday, April 8, 2015 at 6:06 PM in the Upstairs Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Dominic Noce called the meeting to order. Minutes were prepared by Cecile Petro, Redevelopment Director.

**ROLL CALL:** Commissioners present included Dominic Noce, Greg Kuzmar, Jim Kessler, Kathy DeGuilio-Fox, and Rachel Delaney. Also in attendance were Attorney Carol Green-Fraley and Redevelopment Director Cecile Petro.

**General Substance of the Discussion**

**Agenda Review**

Commissioners reviewed various items on the Public Meeting and the Study Session agendas including minutes and claims.

**Liability Waiver for Operation SOS**

No report on this item. Attorney Carol Green-Fraley reported that she had mailed the waiver.

**Resolution 2015-12 Façade Improvement Grant for 2813 Highway Avenue (Lincoln’s)**

The item will be tabled until the next meeting. According to the Façade Improvement Grant guidelines, a second quote for construction must accompany the application.

**Resolution 2015-13 Removal of the Town Theatre Ceiling**

Commissioners discussed the three proposals submitted and wanted clarification on several items that need to be included within the selected proposal. Those items included: remove fasteners from the ceiling to the joists, retain the ceiling joists, clean the surface of the joist that face the floor, remove insulation that sits above the ceiling, maintain the power within the building, and if permissible, dispose of non-hazardous waste at the Town’s disposal facility.

**8610 & 8612 Kennedy**

Director Petro reported that the owner of 8610 & 8612 Kennedy Avenue was concerned about the July 30, 2015 closing date. He desires to move up the date. In addition, he is concerned about the possible uses of the escrow funds until the tenant leaves the building. Commissioners directed Ms. Petro to call him and have him either call Attorney Green-Fraley or contact his own lawyer who will contact Attorney Green-Fraley.

**Town Theatre**

Commissioners reviewed a linear timeline for construction and operations provided by Interim Chairman of the Town Theatre Board, Michael Maloney. The only comment was to correct the 2016 dates. The timeline follows a draft prepared by the Director. Commissioner Kuzmar outlined his contacts with various structural engineering firms and colleges to discuss the inspection, review, and recommendation for the structural integrity of the roof. The first contract will cover those areas and a second contract will be developed to move forward on recommendations made by the structural engineer. He will attempt to obtain a proposal by a firm by the next Commission Study Session on April 22, 2015.

The Study Session was adjourned for the Public Meeting at 7:12 PM.

**HIGHLAND REDEVELOPMENT COMMISSION  
PUBLIC MEETING  
April 8, 2015**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on April 8, 2015 at 7:00 PM in the Upper Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Dominic Noce called the meeting to order.

**ROLL CALL:**

Present on roll call included Redevelopment Commissioners: Dominic Noce, Greg Kuzmar, Jim Kessler, Kathy DeGuilio-Fox, and Rachel Delaney. Also in attendance were Attorney Carol Green-Fraley, School Town of Highland Commissioner Pat Krull, and Economic Development Commissioner George VandeWerken. Taking minutes for the meeting was Director Petro.

**MINUTES OF PREVIOUS SESSIONS:**

Commissioner Kuzmar made a motion to approve the minutes of Public Meeting and Study Session of March 11, 2015 and the Study Session of March 25, 2015. Commissioner Kessler seconded the motion. **Motion carried by unanimous voice vote.**

**PUBLIC COMMENTS:** None

**SPECIAL ORDERS:** None

**COMMUNICATIONS:** None

**UNFINISHED BUSINESS AND GENERAL ORDERS:**

President Noce **tabled the Liability Waiver for Operation SOS** at this time. Director Petro will contact Councilman Vassar in order to ascertain whether he has spoken with the Director of Operation SOS to encourage her to sign the liability waiver with the Town.

**NEW BUSINESS:**

President Noce **tabled Resolution 2015-12, A Resolution of the Highland Redevelopment Commission to Provide Preliminary Approval for an Application by Ms. Elaine Stasinis for a Façade Improvement Grant for Property Located at 2813 Highway Avenue** until a second quote for construction is submitted.

Commissioner Kessler made a motion to approve Resolution 2013-13, A Resolution of the Highland Redevelopment Commission Authorizing a Contract with Actin Construction to Remove the Ceiling in the Town Theatre Located at 8616 Kennedy Avenue with the following additions: 1) remaining fasteners for the ceiling to the joists will be removed, 2) ceiling joists will remain, 3) the surface facing the floor of the joists will be clean and free of debris, 4) any insulation sitting on the joists and ceiling will be removed, 4) the power to the theatre will remain on and 5) non-hazardous debris will be taken to the town's dumping facility, if permissible. Commissioner DeGuilio-Fox seconded the motion. **Motion carried by unanimous voice vote.**

**ACTION TO PAY ACCOUNTS PAYABLE VOUCHERS:**

Commissioner Kessler made a motion to pay claims as prepared with the stipulation that the Gateway sign be inspected before payment is made to Landmark Signs and SEH. Commissioner Kuzmar seconded the motion. **Motion passed by unanimous voice vote.**

**BUSINESS FROM THE COMMISSIONERS:**

President Noce stated that he appreciates the extra work that Commissioner Kessler has performed to remove artifacts from the Theatre.

**NEXT MEETING:**

The next public meeting will be held on May 13, 2015, at 7:00 PM. A Study Session will precede the Public Meeting at 6:00 PM and may follow the meeting. The next full Study Session will be changed into a Public Meeting to be held on April 22, 2015 at 6:00 PM. The next Highland Main Street meeting will be held on Thursday, May 7, 2015 at 7:30 PM.

**ADJOURNMENT:**

Commissioner Delaney made a motion to adjourn the meeting. Commissioner Kessler seconded the motion. **Motion carried by unanimous voice vote to adjourn the meeting at 7:08 PM.**

**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION RECONVENED  
April 8, 2015**

The Highland Redevelopment Commission (“Commission”, “RC”) reconvened its Study Session at 7:09 PM in the Upper Conference Room of the Municipal Building at 3333 Ridge Road, Highland, Indiana on April 8, 2015.

**ROLL CALL:** Present on silent roll call included Commissioners: Dominic Noce, Greg Kuzmar, Jim Kessler, Kathy DeGuilio-Fox, and Rachel Delaney. Also in attendance were Economic Development Commissioner George VandeWerken, Attorney Carol Green-Fraley, and School Town of Highland Commissioner Pat Krull. Minutes were taken by Director Petro.

**General Substance of the Study Session**

**Project Advocate**

Commissioner Kuzmar and the Director reported the substance of their meeting with a potential project advocate for the Town Theatre project. Commissioners decided to postpone any contract at this time. Commissioner Kuzmar also related a conversation that he has had with Mr. Richard Mycka from Mycka Engineering in Highland. Mr. Mycka has volunteered to assist with the oversight of the project along with Commissioner Kuzmar. Commissioners were very appreciative of his assistance.

**NIRPC Grant**

The Director noted that a meeting is planned to discuss the results of the Information Gathering Session that was held on March 19, 2015 and to begin the planning process for the Art/Cultural District.

**2711 & 2717 Condit**

Attorney Carol Green-Fraley will send out an offer to purchase 2711 & 2717 Condit based upon two appraisals that have been conducted.

**8630 Kennedy**

The Director reported that the owners of 8630 Kennedy Avenue will be contracting for their own appraisal.

**Highland Main Street (HMS)**

Commissioner Kessler reported that the last HMS meeting was held on April 2, 2015. Members discussed possibly selling Town Theatre memberships at tables within the Farmers’ Market on available Saturdays and at Lincoln Center during games. The Festival of the Trail may include Schererville and Hammond and include the Highland Band Booster Flower Sale. The Car Cruise is planned for May 30, 2015.

**Information Gathering Session**

Commissioners did not add any items to the 2015 Goals based upon comments received at the Information Gathering Session at this time. However, they would like to read the Park Department’s response to comments directed at the Parks Department.

**8620 Kennedy**

The Director stated that there hasn’t been any further discussion of purchasing this property with the owner. Commissioner DeGuilio-Fox provided information on a past sale.

**Lake County Commissioners’ Tax Sale**

Commissioner DeGuilio-Fox stated that the county may be interested in deeding over certain Lake County Commissioners’ Tax Sale properties to the Redevelopment Commission once they know what use the Town and Commission will have for those parcels.

**Adjournment**

The Study Session was adjourned at 9:05 PM.

RESOLUTION NO. 2015-13  
RESOLUTION OF THE HIGHLAND REDEVELOPMENT  
COMMISSION AUTHORIZING A CONTRACT WITH ACTIN  
CONTRACTING, LLC TO REMOVE THE CEILING IN THE TOWN  
THEATRE LOCATED AT 8616 KENNEDY AVENUE

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 proposals, and received and reviewed the proposals for the removal of the ceiling within the Town Theatre (8616, sometimes named 8618, Kennedy Avenue, Parcel #45-07-21-327-020.000-026) owned by the Redevelopment Commission; and

NOW, THEREFORE, be it resolved as follows:

That it is in the best interest of the Town and Redevelopment Area I to enter into a contract with Actin Contracting, LLC, to remove the ceiling within the Town Theatre and to dispose of the debris properly for an amount not to exceed \$ 7,500.00.

Adopted and approved at a meeting of the Highland Redevelopment Commission held on the 8<sup>th</sup> day of April, 2015 having passed by a vote of 5 in favor and 0 opposed.

HIGHLAND REDEVELOPMENT COMMISSION

BY: Domiric M Noce  
Domiric Noce, President

ATTEST: James Kessle  
James Kessle, Secretary

Redevelopment Commission  
TOWN OF HIGHLAND

3333 Ridge Road + Highland, Indiana 46322 + 219-972-7598 + fax 219-972-5097

April 13, 2015

Mr. John Glass  
ACTIN Contracting, LLC  
1102 East Columbus Drive  
P.O. Box 518  
East Chicago, IN 46312

Dear Mr. John Glass,

Attached is a signed copy of our Acceptance of your Proposal to remove the ceiling within the Town Theatre located at 8616 Kennedy Avenue. After our discussion on Friday, April 10, 2015, please add the following to your proposal:

- 1) Remove all fasteners from the ceiling to the ceiling joists.
- 2) Remove any insulation above the ceiling laying on the ceiling and/or ceiling joists.
- 3) The underside of the ceiling joists (facing the floor) will be a clean surface.
- 4) Ceiling joists will remain.
- 5) Power will not be disconnected to the building.

Thank you.

Sincerely,

Cecile L. Petro

Cecile

Cecile L. Petro  
Redevelopment Director

ACTIN CONTRACTING, LLC

1102 E Columbus Drive  
P.O. Box 518  
East Chicago, IN 46312  
Phone: (219) 397-5020

Fax No: (219) 397-5028

Proposal No. T1504-119  
Sheet No. 01 of 01  
Date: 04/02/2015  
Estimator: Steve Kallay

Proposal Submitted To:  
Cecile L. Petro  
Highland Redevelopment Director  
3333 Ridge Road  
Highland, IN 46322

Work To Be Performed At:  
Theater  
Highland, Indiana

We hereby propose to furnish all equipment, labor, supervision, trucking, and dumping fees necessary for the completion of the following scope of work:

Remove ceiling in theater and remove ceiling in protection room.

TEARING DOWN, LOADING AND REMOVAL OF DEBRIS FROM THE ABOVE MENTIONED LOCATION. THE COST IS TO INCLUDE TRUCKING, DUMP FEES, INSURANCE, EQUIPMENT, LABOR, MATERIALS, AND MISCELLANEOUS ITEMS. ALL WORK IS TO BE PERFORMED IN COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS. THIS PROPOSAL DOES NOT INCLUDE ANY ASBESTOS, UNDERGROUND STORAGE TANKS OR HAZARDOUS MATERIAL REMOVAL. SHOULD ANY BE DISCOVERED, WE RESERVE THE RIGHTS TO ALL SALVAGE.

\*ALL UTILITIES MUST BE PERMANENTLY DISCONNECTED PRIOR TO DEMOLITION\*  
Actin will request disconnects and obtain confirmation of retirements.

SEVEN THOUSAND, FIVE HUNDRED DOLLARS AND NO CENTS.  
**\$ 7,500.00**

All material is guaranteed to be as specified, and the above work is to be performed in accordance with the drawings and specifications submitted for the above work and will be completed in a substantial workmanlike manner.

Payment to be made as follows:  
BALANCE PAID UPON COMPLETION

Interest will be assessed at the rate of one and one-half (1 1/2) percent per month on all amounts due and owing over (30) days. Reasonable attorney fees and costs will be added if your account is placed in collection.

Any alterations or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strict, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on the above work is to be taken out by:

Actin Contracting, LLC

Respectfully submitted: Actin Contracting, LLC

NOTE - This proposal may be withdrawn by us if not accepted within 10 (ten) days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Date: 4-13-15 Signature: Cecile L. Petro, Redevelopment Director  
Print Name: Cecile L. Petro