

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
TUESDAY JUNE 23, 2020**

Members of the Highland Redevelopment Commission ("RC", "Commission") met in an electronically convened meeting using the Zoom platform on Tuesday, June 23, 2020. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04 and 20-09, and extended by his Order 20-19, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Study Session was called to order at 7:00 p.m. by Commission President George Georgeff.

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

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

Additional Officials Present: Pat Krull, School Town of Highland liaison and non-voting member; Roger Sheeman, Council Liaison to the Redevelopment Commission; Ed Dabrowski, IT Consultant; and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: There were no additional attendees identified.

General Substance of the Discussion

1. **Review of Plenary Session Agenda:** Ms. DeGuilio-Fox reviewed the agenda items that the Commissioners were to address during their plenary business meeting.
2. **SW Corner of Highway & Kennedy Development - Update:** Ms. DeGuilio-Fox opened discussion by advising the Commissioners of the Pre-Bid meeting that was held on Tuesday, June 16th and that the Bid Opening is scheduled for Thursday, June 25th. Due to the restrictions placed on the number of individuals allowed into the Town Hall at this time, Ms. DeGuilio-Fox reported the Bid Opening will be held in Room 108 of the Lincoln Center where the room will be set up for the expected number of bidders and with social distancing in mind. If the interest shown at the Pre-Bid meeting is an indication of the real interest in the project, Ms. DeGuilio-Fox reported that they expect 4-6 bids on June 25th.
3. **2811 Jewett – Garage Reroofing:** Director DeGuilio-Fox reported to the Commissioners that Gluth Brothers had completed reroofing the garage at 2811 Jewett and that the Gluth invoice will be on the Commissioners July Accounts Payable Docket.
4. **Downtown Streetlight Retrofit or Replacement – Update:** Director DeGuilio-Fox reported that through the work of John Bach on behalf of the Redevelopment Commission, EMCORE Hyre Electric has installed new LED bulbs in the fixture in front of the Fagen-Miller Funeral Home in downtown. With the help of Paul Ziemniak, Associate Inspector Electrical for the Highland Building & Inspection Department, a light reading will be conducted to compare the old lighting, the retrofitted light and one that is a new fixture. In the meantime, EMCORE Hyre will provide a cost estimate for the retrofitted lighting.
5. **Town Hall – Re-Opening Protocol:** Director DeGuilio-Fox advised that the Town of Highland Workplace Safety Measures were included in the packet as information only. It was explained that this was the outcome of numerous employees working together to provide direction and a process for town employees to follow for health and safety measures as the municipal buildings begin to reopen.

6. Redevelopment Commissioner Comments: No comments or discussion.

There being no further business, the June 23, 2020 study session of the Highland Redevelopment Commission was adjourned at 7:15 PM.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
PLENARY MEETING MINUTES
TUESDAY, JUNE 23, 2020**

The Highland Redevelopment Commission ("Commission", "RC") met in an electronically convened meeting using the Zoom platform. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04 and 20-09, and extended by his Order 20-19, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Plenary Meeting was called to order at 7:15 p.m. by Commission President George Georgeff.

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

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

Additional Officials Present: Patrick Krull, School Town of Highland Liaison and non-voting member; Roger Sheeman, Council Liaison to the Redevelopment Commission; Ed Dabrowski, IT Consultant and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: There were no additional attendees identified.

Minutes of the Previous Sessions: Commissioner Cyril Huerter moved to approve the minutes of the Study Session and Plenary Business meeting of May 26, 2020. Commissioner Bill Leep seconded the motion. There was no discussion. Upon a roll call vote, the motion passed. The minutes were approved by a vote of four affirmatives and no negatives.

Commissioner Leep moved to approve the minutes of the Study Session of June 9, 2020. Commissioner Robyn Radford seconded the motion. There was 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. **Resolution 2020-20: A Resolution of the Highland Redevelopment Commission Authorizing Waiver of Primitive Peddler June 2020 Rent as Agreed Upon in the Lease Renewal for May 1, 2020 – April 30, 2021.** As discussed during the study session preceding the plenary meeting, the Commissioners understood that Ms. Ellis, owner of the Primitive Peddler, has requested waiver of June 2020 rent based upon a loss of revenues caused by closure of all non-essential businesses by Governor Holcomb through Executive Order 20-02, and subsequent Executive Orders as issued by Governor Holcomb, in addressing the public health emergency created by the COVID-19 pandemic. Ms. Ellis had expressed that her business continues to operate under circumstances of less than normal hours and sales. Commissioner Radford moved to authorize Resolution 2020-20 to waive the June 2020 rent owed by Mary Ellis as owner of the Primitive Peddler. Commissioner Leep

seconded the motion. There being no further discussion President Georgeff called for a roll call vote. Upon a roll call vote the motion passed by a vote of four affirmatives and no negatives.

2. **Resolution 2020-21: A Resolution Authorizing Appraisals of Redevelopment-Owned Properties, Pursuant to IC 36-7-14-12.2, and Commissioning Calumet Commercial Appraisals, Inc. and Vale Appraisal Group, MAI Certified Real Estate Appraisers to Perform Said Appraisals.** As discussed previously, Commissioners understand that it has been numerous years since an initial public offering was made on the former Bult Oil property. And, in order to sell said property, owned by the Highland Redevelopment Commission, a new public offering must be prepared and advertised. The first step in doing this is to have the property appraised once again. Commissioner Leep moved to approve Resolution 2020-21. Commissioner Radford seconded the motion. There being no further discussion President Georgeff called for a roll call vote. Upon a roll call vote the motion passed by a vote of four affirmatives and no negatives.
3. **Resolution 2020-22: A Resolution of the Highland Redevelopment Commission Adopting and Authorizing the Expenditure of Pledged Tax Increment from the Highland Downtown Redevelopment Allocation Area Fund for the Downtown Parking Lot Improvement and Enhancement Project in the Total Amount Not-To-Exceed \$900,000.** Having discussed the Downtown Parking Lot Improvement and Enhancement project over the past months the Commissioners understood the importance of approving the expenditure of pledged tax increment to pay for the project and that this approval must be received prior to a contract being awarded. Commissioner Leep moved to adopt Resolution 2020-22. Commissioner Radford seconded the motion. There being no further discussion President Georgeff called for a roll call vote. Upon a roll call vote the motion passed by a vote of four affirmatives and zero 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 May 28, 2020 through June 24, 2020 and the payroll dockets for May 22, 2020 and June 5, 2020 as presented, in the amount of \$20,303.54. Commissioner Huerter seconded the motion to approve the Accounts Payable Vouchers. Upon a roll call vote the motion passed with four affirmative votes and no negatives.

Vendors Accounts Payable Docket:

**Redevelopment General Fund, \$12,917.70; Redevelopment Capital Fund, \$0.00;
Redevelopment Bond & Interest, \$0.00; CEDIT Economic Development Income Tax Fund,
\$0.00 and Cardinal Campus Allocation Area, \$1,250.00. Total: \$14,167.70.**

**Payroll Docket for Payday of May 22, 2020 and June 5, 2020: Redevelopment Department: Total
Payroll: \$8009.60.**

Business from the Commissioners: Commissioner Radford asked about the senior living facility and wanted to verify certain facts against comments she'd heard being made in public. Discussion ensued and the Commissioners suggested a fact sheet be prepared that could be shared with the public so that opinion and decisions may be made based on fact. The Commissioners expressed their hope that the Plan Commission will approve the project such that it moves forward. Commissioners also asked if there had been any follow up from attorney John Reed in regard to the Speedway/Cheker property on Kennedy Avenue in regard to the title search he'd requested. The commissioners asked that an update be added to the July study session agenda along with a review of the 2020 goals. No other comments or discussion ensued.

Next Meeting: The next Study Session is scheduled for Tuesday, July 14, 2020. The next Public Meeting will convene on Tuesday, July 28, 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 is scheduled to convene on Thursday, July 2, 2020 at 6:30 p.m. In response to the Executive Orders issued by Governor Holcomb in response to the COVID-19 pandemic, a decision will be made as to whether meetings will be convened electronically or if the opening of the Town Hall will allow for a public meeting to be held in Council Chambers.

Adjournment: There being no further business of the Highland Redevelopment Commission, Commissioner Huerter made a motion to adjourn the meeting. Commissioner Leep seconded the motion. Upon a roll call vote, the motion passed with four affirmatives and no negatives. The June 23, 2020 public meeting of the Highland Redevelopment Commission was adjourned at 7:45 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

**THE TOWN OF HIGHLAND
HIGHLAND REDEVELOPMENT COMMISSION
RESOLUTION 2020-20**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION
AUTHORIZING WAIVER OF PRIMITIVE PEDDLER JUNE 2020 RENT AS AGREED UPON IN THE
LEASE RENEWAL FOR MAY 1, 2020 THROUGH APRIL 30, 2021**

Whereas, The Redevelopment Commission of the Town of Highland is authorized to undertake redevelopment activities under IC 36-7-14 and Chapter 14.10 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 have a lease agreement with Mary Ellis, owner of Primitive Peddler, for the space located at 2813 Jewett Street through April 31, 2021; and

Whereas, The Redevelopment Commission recognizes that sales revenues for the Primitive Peddler were affected by Executive Order 20-02, and subsequent Executive Orders, as issued by Governor Holcomb addressing the public health emergency created by the COVID-19 Pandemic that required Primitive Peddler to close her business to the public; and

Whereas, The Redevelopment Commission did receive on June 1, 2020 notice from Mary Ellis, owner of Primitive Peddler, that she was unable to meet the agreed upon June 2020 rent payment in the amount of \$639,25; and

Whereas, The Redevelopment Commission recognizes that due to closure of all non-essential businesses since the office of Governor Holcomb declared a public health emergency on March 6, 2020 the loss of revenues has created a hardship that requires a waiver of the June 15, 2020 rent payment due to the Town of Highland; and

Whereas, The Redevelopment Commission has discussed the hardship created by the closure of all non-essential businesses across Indiana and finds it necessary support the efforts of a Highland downtown business and waive the rent payment of the Primitive Peddler that was due on June 15, 2020, 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 of Highland to approve and authorize the waiver of the June 15, 2020 rent payment due from the Primitive Peddler for space leased at 2813 Jewett Street.

ADOPTED AND APPROVED by the Highland Redevelopment Commission, Lake County, Indiana, this 23th day of June, 2020 having passed by a vote of 4 in favor and 0 opposed.

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

By: 

George Georgeff, President

ATTEST:

By: 

Robyn Radford, Secretary

**TOWN OF HIGHLAND
HIGHLAND REDEVELOPMENT COMMISSION
RESOLUTION NO. 2020-21**

**A RESOLUTION AUTHORIZING APPRAISALS OF REDEVELOPMENT-OWNED PROPERTIES,
PURSUANT TO IC 36-7-14-12.2, AND COMMISSIONING
CALUMET COMMERCIAL APPRAISALS, INC. AND VALE APPRAISAL GROUP,
MAI CERTIFIED REAL ESTATE APPRAISERS, TO PERFORM SAID APPRAISALS**

Whereas, the Highland Redevelopment Commission (the "Commission"), governing body of The Town of Highland Department of Redevelopment (the "Department"), and the Redevelopment Area of the Town of Highland, Indiana (the "Redevelopment Area"), exists and operates under the provisions of the Redevelopment of Cities and Towns Act of 1953 which has been codified in IC 36-7-14, as amended from time to time (the "Act"); and

Whereas, The Commission will engage the appraisal services of **Calumet Commercial Appraisals, Inc. and Vale Appraisal Group**, MAI Certified Real Estate Appraisers, under IC 36-7-14-12.2(a)(12) to appraise the fair market value of the property located at 2605 Condit Avenue (*Parcel # 45-07-21-327-006.000-026*), 2609 Condit Avenue (*Parcel #45-07-327-007.000-026*), 2605 Garfield Street (*Parcel # 45-07-327-002.000-026*) and 2606 Garfield Avenue (*Parcel # 45-07-327-001.000-026*); and

Whereas, The Commission now desires to approve and authorize appraisals for the property.

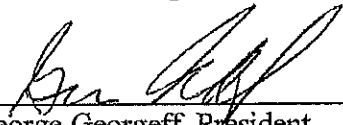
Now Therefore Be it Resolved by the Highland Redevelopment Commission of the Town of Highland, Lake County, Indiana;

Section 1. That the Highland Redevelopment Commission hereby approves and authorizes appraisals for real property located at 2605 Condit Avenue, 2609 Condit Avenue, 2605 Garfield Street and 2609 Garfield Avenue;

Section 3. That the Highland Redevelopment Commission will engage Calumet Commercial Appraisals, Inc. and Vale Appraisal Group, MAI Certified Real Estate Appraisers to perform said appraisals for \$1,000.00 and \$1,200.00 respectively;

ADOPTED AND APPROVED by the Highland Redevelopment Commission, Lake County, Indiana held this 23rd day of June 2020 having passed by a vote of 4 in favor and 0 opposed.

**Town of Highland, Indiana
Highland Redevelopment Commission**

By: 
George Georgeff, President

ATTEST:

By: 
Robyn Radford, Secretary

6-30-2020
Dated

Resolution 2020-21 Adopted 06-23-2020

**TOWN OF HIGHLAND
HIGHLAND REDEVELOPMENT COMMISSION
RESOLUTION 2020-22**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION
AUTHORIZING THE EXPENDITURE OF PLEDGED TAX INCREMENT FROM THE
HIGHLAND REDEVELOPMENT AREA ALLOCATION FUND FOR A DOWNTOWN
PARKING LOT IMPROVEMENT AND ENHANCEMENT PROJECT**

Whereas, The Redevelopment Commission of the Town of Highland, Indiana (“The Redevelopment Commission”) is authorized to undertake redevelopment activities under IC 36-7-14 (the “Act”) and more specifically Section 39 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 bylaws and rules it considers necessary for the proper conduct of their proceedings to carry out their statutory responsibilities and duties pursuant to the Act; and

Whereas, The Redevelopment Commission is authorized to negotiate and enter into contracts pursuant to the Act; and

Whereas, The Redevelopment Commission does from time to time require the use of real property land for redevelopment purposes and activities to carry out its mission to improve the Highland Redevelopment District for public good and quality of life; and

Whereas, a License Agreement with Northern Indiana Public Service Company (“NIPSCO”), owner of said property, has been entered into with their approval of the Highland Redevelopment public project to improve and enhance the southwest corner of Kennedy Avenue and Highway Avenue; and

Whereas, Engineering and architectural plans, drawings and specification and descriptions for a project described as the Downtown Parking Lot Improvement and Enhancement Project (the “Project”), said Project have been prepared and are on file with the Redevelopment Commission; and

NOW, THEREFORE, BE IT RESOLVED by the Highland Redevelopment Commission of the Town of Highland, Lake County, Indiana as follows:

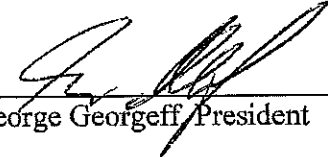
1. The Redevelopment Commission finds and determines that it will be of public utility and benefit to improve the property located at the southwest corner of Kennedy Avenue and Highway Avenue to improve and construct public improvements of the Project as a redevelopment activity within the Highland Redevelopment District, but more specifically the Highland Redevelopment Area (also known as the Downtown

Redevelopment Area) consistent with the Plan for the Highland Redevelopment Area as also within the Highland Redevelopment Area Allocation Area as designated for tax increment financing purposes.


2. The Redevelopment Commission upon review of the Project, its purpose and use is deemed to be a redevelopment activity for which redevelopment funds, including tax increment from the Highland Redevelopment Area Allocation Fund may be expended as a qualified and eligible project pursuant to Section 39(b)(3) of the Act.
3. The Redevelopment Commission hereby approves the expenditure of pledged tax increment from the Highland Downtown Redevelopment Allocation Area Fund for the Project in an amount **not-to-exceed \$900,000.00**.
4. This resolution shall be in full force and effect after its passage and adoption by the Redevelopment Commission.

DULY PASSED AND RESOLVED by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, this 23rd day of June, 2020 having passed by a vote of 4 in favor and 0 opposed.


REDEVELOPMENT COMMISSION of the
TOWN OF HIGHLAND, INDIANA

By: 
George Georgeff, President

ATTEST:

By: 
Robyn Radford, Secretary
Town of Highland, Indiana Redevelopment Commission

6-30-2020
Dated

By: 
Kathy DeGuilio-Fox, Redevelopment Director
Town of Highland Department of Redevelopment

June 23, 2020
Dated

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

GI Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 094	REDEVELOPMENT GENERAL					
Dept 0000						
094-0000-20003	COVID-19 SUPPLIES	87053	ABLE PAPER & JANITORIAL	COVID-19 SUPPLIES	69.50	
094-0000-20003	OFFICE SUPPLIES	87044	OFFICE DEPOT, INC	OFFICE SUPPLIES	164.82	
094-0000-31003	GENERAL ENGINEERING SERVICES	87045	NIES ENGINEERING, INC.	GENERAL ENGINEERING SERVICES	269.70	
094-0000-34023	HEALTH INS	86950	TOWN OF HIGHLAND INS FUND	V JUNE 2020 HEALTH/LIFE INS PREM RED.	1,994.23	32548
094-0000-34043	LIFE INS	86950	TOWN OF HIGHLAND INS FUND	V JUNE 2020 HEALTH/LIFE INS PREM RED.	15.88	32548
094-0000-35008	UTILITIES- 2811 JEWETT	87046	NORTHERN IN PUBLIC SERVICE	UTILITIES- 2811 JEWETT	150.72	
094-0000-35008	UTILITIES- 2821 JEWETT	87052	NORTHERN IN PUBLIC SERVICE	UTILITIES- 2821 JEWETT	100.67	
094-0000-35008	STORM-2605 CONDIT	87047	TOWN OF HIGHLAND UTILITIES	STORM-2605 CONDIT	10.14	
094-0000-35008	STORM- 8610 KENNEDY	87048	TOWN OF HIGHLAND UTILITIES	STORM-8610 KENNEDY	10.14	
094-0000-35008	STORM-8612 KENNEDY	87049	TOWN OF HIGHLAND UTILITIES	STORM- 8612 KENNEDY	10.14	
094-0000-35008	STORM-8618 KENNEDY	87050	TOWN OF HIGHLAND UTILITIES	STORM- 8618 KENNEDY	40.67	
094-0000-35008	STORM-8620 KENNEDY	87051	TOWN OF HIGHLAND UTILITIES	STORM-8620 KENNEDY	40.67	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	86602	PAYROLL ACCOUNT	5/22PRL D/S TRANSFER REDEVELOPMENT	5,162.07	32352
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	86871	PAYROLL ACCOUNT	6/5PRL D/S TRANSFER REDEVELOPMENT	4,878.35	32509
	Total For Dept 0000				12,917.70	
	Total For Fund 094 REDEVELOPMENT GENERAL				12,917.70	

Fund 107	CARDINAL CAMPUS ALLOCATION	87043	REGIONS BANK	CARDINAL CAMPUS PAYING AGENT FEE D	1,250.00	999280
Dept 0000	PAYING AGENT FEE					
107-0000-39013						
	Total For Dept 0000				1,250.00	
	Total For Fund 107 CARDINAL CAMPUS ALLOCATION				1,250.00	

06/14/2020 10:13 AM
User: DMJ
DB: Highland

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 05/28/2020 - 06/24/2020
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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

Fund 094 REDEVELOPMENT GENERAL	12,917.70
Fund 107 CARDINAL CAMPUS ALLOCATIO	1,250.00
<u>14,167.70</u>	