

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
WEDNESDAY, August 12, 2015**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Wednesday, August 12, 2015 at 6:15 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, Rachel Delaney, Greg Kuzmar, and Jim Kessler. Also in attendance were Attorney Carol Green-Fraley and Redevelopment Director Cecile Petro. Commissioner Kathy DeGuilio-Fox was absent with notice.

General Substance of the Discussion

Agenda Review

Commissioners reviewed various items on the Public Meeting and the Study Session agendas including minutes and claims. The Director mentioned that the claims included an interest and principal payment on the 2014 Bond. Resolution 2015-19, a resolution to reimburse Ms. Elaine Stasinos for facade improvements on her property located at 2813 Highway as part of a Façade Improvement Grant was considered. Commissioners discussed the changes to the original application and the final outcome of the project. The 2016 budget for the Commission was previously reviewed at the last study session and was reviewed without comment at this meeting. The Tax Abatement application from Peoples Bank was reviewed. Commissioners discussed adding a recommendation to require Peoples Bank to follow the landscaping and lighting requirements for Redevelopment Area II—Commercial Corridors.

8610 and 8612 Kennedy Avenue

Attorney Green-Fraley stated that the closing to purchase 8610 and 8612 Kennedy Avenue is scheduled for tomorrow, August 13, 2015.

The Study Session was adjourned for the Public Meeting at 6:59 PM.

PUBLIC MEETING
August 12, 2015

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on August 12, 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, Rachel Delaney, Greg Kuzmar, and Jim Kessler. Also in attendance were Attorney Carol Green-Fraley and School Town of Highland Substitute Commissioner LuAnn Jurczak. Commissioner Kathy DeGuilio-Fox was absent with notice. Taking minutes for the meeting was Director Petro.

MINUTES OF PREVIOUS SESSIONS:

Commissioner Kessler made a motion to approve the minutes of the Public Meeting and Study Session of July 15, 2015 and the Study Session of July 29, 2015. Commissioner Delaney seconded the motion. **Motion carried by unanimous voice vote.**

PUBLIC COMMENTS: None

SPECIAL ORDERS: None

COMMUNICATIONS: None

UNFINISHED BUSINESS AND GENERAL ORDERS: None

NEW BUSINESS:

Commissioner Kuzmar made a motion to approve *Resolution 2015-19, A Resolution of the Highland Redevelopment Commission to Provide Reimbursement for a Façade Improvement Grant to Ms. Elaine Stasinos for Property Located at 2813 Highway Avenue.* Commissioner Kessler seconded the motion. **Motion carried by unanimous voice vote.**

Commissioner Delay made a motion to approve the *Draft 2016 Redevelopment Commission General and Capital Budgets.* Commissioner Kessler seconded the motion. **Motion passed by unanimous voice vote.**

Commissioner Kuzmar made a motion to *Recommend Approval to the Town Council for the Application of Tax Abatement by Peoples Bank Contingent Upon Adherence to the Redevelopment Area II—Commercial Corridors Design Standards and Municipal Code.* Commissioner Kessler seconded the motion. **Motion carried by unanimous voice vote.**

ACTION TO PAY ACCOUNTS PAYABLE VOUCHERS:

Commissioner Delaney made a motion to pay account receivables as presented in the amount of \$138,198.41. Commissioner Kessler seconded the motion. **Motion carried by unanimous voice vote.**

BUSINESS FROM THE COMMISSIONERS: None

NEXT MEETING:

The next public meeting will be held on September 9, 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 held on August 26, 2015, at 6:00 PM. The next Highland Main Street meeting will be held on Thursday, September 3, 2015 at 7:30 PM. All meetings are held in the Town Hall.

ADJOURNMENT: Commissioner Delaney made a motion to adjourn the meeting. Commissioner Kuzmar seconded the motion. **Motion carried by unanimous voice vote to adjourn the meeting at 7:02 PM.**

HIGHLAND REDEVELOPMENT COMMISSION

STUDY SESSION RECONVENED

August 12, 2015

The Highland Redevelopment Commission ("Commission", "RC") reconvened its Study Session at 7:02 PM in the Upper Conference Room of the Municipal Building at 3333 Ridge Road, Highland, Indiana on August 12, 2015.

ROLL CALL: Present on silent roll call included Commissioners: Dominic Noce, Rachel Delaney, Greg Kuzmar, and Jim Kessler. Also in attendance were School Town of Highland Substitute Commissioner LuAnn Jurczak and Attorney Carol Green-Fraley. Commissioner Kathy DeGuilio-Fox was absent with notice. Minutes were taken by Director Petro.

General Substance of the Study Session

Town Theatre

The Director asked the Commissioners if they had any agenda items for the Town Theatre Board that meets August 20, 2015. No items for the agenda were received.

The Commissioners reviewed the timetable now changed due to the necessary replacement of the roof structure. No changes to the timeline were suggested at this time. Once the architect is hired, changes will be made to the timeline. The Request for Proposals for the architect to complete the final phase of the project is due August 17, 2015. Commissioners will meet on Wednesday, August 19th at 7:00 PM to discuss the responses to the RFP. The Director will send out a public notice for the meeting.

Art & Cultural District

The Director contacted the owner of 2711 and 2717 Condit Avenue and a meeting is being planned between the owner, the Commission President, and the Director. A report will be made to the Commission at their next meeting.

Commissioners discussed the last offer from the owners of 8630 Kennedy Avenue which was \$175,000.00. The Commission directed the attorney to offer the owners \$125,000.00 as a counter offer.

Attorney Carol Green-Fraley reported on the uses of properties after condemnation. She stated that if it furthers a public purpose, it meets the requirement under eminent domain.

Highland Main Street (HMS)

Commissioner Kessler reported that the following items were discussed at the last HMS meeting: the Fall Art Display, the Car Cruise scheduled for October 3, 2015, and the Festival of the Trail scheduled for October 10, 2015. Also discussed was the progress on obtaining Town Theatre Memberships and efforts to increase the numbers. Volunteer recruitment continues with over 500 signed up to date.

Kennedy Avenue Business Park

The Director reported that she has received a list of possible engineering companies that will be contacted to discuss the proposed park. They will be contacted and asked to meet with the Commission during one of their upcoming meetings.

Development in Highland

The Director provided information about various developments in Highland.

Adjournment

The Study Session was adjourned at 8:16 PM.

A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION TO PROVIDE REIMBURSEMENT FOR A FAÇADE IMPROVEMENT GRANT TO MS. ELAINE STASINOS FOR PROPERTY LOCATED AT 2813 HIGHWAY AVENUE

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 District"), 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 on May 28, 1997, adopted Resolution No. 1997-01 declaring the Highland Redevelopment Area to be an area in need of redevelopment within the meaning of the Act; and

WHEREAS, Resolution No. 1997-01 was confirmed by the Commission with the adoption of Resolution No. 1997-02 on July 8, 1997; and

WHEREAS, Subsequent Resolutions, No. 2003-01, No. 2005-11, No. 2006-10, No. 2007-08, and No. 2008-09 confirmed expansion of the Redevelopment Area; and

WHEREAS, the Commission accepted the 2007 Comprehensive Plan for the Highland Redevelopment Area on March 14, 2007; and

WHEREAS, the Commission has prepared, developed and approved the Supplement to the Highland Municipal Code, Section 214.180: RD-Redevelopment District (Architectural and Design Standards and Guidelines for the Redevelopment Area); and

WHEREAS, the Commission from time to time may develop a program to improve the downtown; and

WHEREAS, the Commission through its 2015 budget approved the Façade Improvement Grant Program which is intended to provide financial assistance for significant exterior building façade improvement in the Highland Downtown Redevelopment Area; and

WHEREAS, the goal of the program is to attract retail growth, additional business traffic, and catalyze investment through improved aesthetics; and

WHEREAS, Ms. Elaine Stasinos originally applied for a grant totaling \$41,510.00, of which and not to exceed 30% or \$12,453.00, would be reimbursed upon completion of the work with approved receipts. This amount was approved with Resolution No. 2015-12 on April 8, 2015 by the Redevelopment Commission. However, upon completion of the work, the actual total was \$39,880.00 and 30% of that total to be reimbursed was \$11,964.00. (Insurance reimbursements were not included within the above total amount for the project nor in the reimbursement by the Redevelopment Commission.)

All property taxes must be paid and up to date and there shall be no liens against the property.

NOW, THEREFORE, BE IT RESOLVED by the Highland Redevelopment Commission as follows:

1. That the Commission finds and determines that it will be of public utility and benefit to approve reimbursement to Ms. Elaine Stasinos for a Façade Improvement Grant for property located at 2813 Highway Avenue.
2. That the Commission will provide up to and not to exceed reimbursement of \$11,964.00, based upon a total project cost of \$39,880.00. (Insurance reimbursements were not included in the total amount of the project).
3. That all reimbursements have been delivered and received by the Commission and all property taxes are paid and up to date and no liens have been filed on the property.
4. That this Resolution shall be in full force and effect after its adoption by the Commission.

ADOPTED AND APPROVED at a meeting of the Highland Redevelopment Commission held on the 12th day of August 2015.

Highland Redevelopment Commission
By: Dominic M Noce
Dominic Noce, President

Attest:
By: Jim Kessler
Jim Kessler, Secretary

AREA Total Property Maintenance, Inc.
2743 Highway Avenue
Highland, IN 46322

DATE
3/5/2015

2743 Highway Avenue
Highland, IN 46322

Date	Invoice #
3/5/2015	11283

TO:
LINCOLNS
ATTN: HELEN
2813 HIGHWAY AVENUE
HIGHLAND, IN 46322
923-4144

Bill To
LINCOLNS
ATTN: HELEN
2813 HIGHWAY AVENUE
HIGHLAND, IN 46322
923-4144

AMOUNT DUE	AMOUNT ENC.
\$25,540.00	

Terms	REP

DATE	TRANSACTION	AMOUNT	BALANCE
05/10/2015	Balance forward		0.00
05/11/2015	INV #10283	39,140.00	39,140.00
05/11/2015	PMT #523	-13,600.00	25,540.00
07/27/2015	INV #10438	740.00	26,280.00
07/27/2015	CREDMEM #10439	-1,340.00	25,540.00

Qty	Description	Rate	Amount
	TOTAL CONTRACT COST - EXTERIOR REMODELING	39,140.00	39,140.00
Total			\$39,140.00

#525
3/5/15
AMOUNT DUE
\$25,540.00

Phone #
219-923-3336

Bill To
LINCOLN'S
ATTN: HELEN
2813 HIGHWAY AVENUE
HIGHLAND, IN 46322
923-4144

CUSTOMER
LINCOLN'S
ATTN: HELEN
2813 HIGHWAY AVENUE
HIGHLAND, IN 46322
923-4144

Terms	REP
Balance on Comp.	SF

P.O. NO.	REP	PROJECT
	SF	

Qty	Description	Rate	Amount
	PAINT WINDOWS AND CAULK	610.00	610.00
	INSTALL SWEEPS ON FRONT DOOR	120.00	120.00
Total			740.00

DESCRIPTION	QTY	RATE	AMOUNT
DID NOT PAINT SIGN		400.00	400.00
INSTALL METAL COPING NOT COMPLETED		340.00	340.00
Total			-1,340.00

Phone #
219-923-3336

Resolution No. 2015-12

A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION TO PROVIDE PRELIMINARY APPROVAL FOR AN APPLICATION BY MS. ELAINE STASINOS FOR A FAÇADE IMPROVEMENT GRANT FOR PROPERTY LOCATED AT 2813 HIGHWAY AVENUE

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 District"), 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 on May 28, 1997, adopted Resolution No. 1997-01 declaring the Highland Redevelopment Area to be an area in need of redevelopment within the meaning of the Act; and

WHEREAS, Resolution No. 1997-01 was confirmed by the Commission with the adoption of Resolution No. 1997-02 on July 8, 1997; and

WHEREAS, Subsequent Resolutions, No. 2003-01, No. 2005-11, No. 2006-10, No. 2007-08, and No. 2008-09 confirmed expansion of the Redevelopment Area; and

WHEREAS, the Commission accepted the 2007 Comprehensive Plan for the Highland Redevelopment Area on March 14, 2007; and

WHEREAS, the Commission has prepared, developed and approved the Supplement to the Highland Municipal Code, Section 214.180: RD-Redevelopment District (Architectural and Design Standards and Guidelines for the Redevelopment Area); and

WHEREAS, the Commission from time to time may develop a program to improve the downtown; and

WHEREAS, the Commission through its 2015 budget approved the Façade Improvement Grant Program which is intended to provide financial assistance for significant exterior building façade improvement in the Highland Downtown Redevelopment Area; and

WHEREAS, the goal of the program is to attract retail growth, additional business traffic, and catalyze investment through improved aesthetics; and

WHEREAS, Ms. Elaine Stasinos has applied for a grant totaling \$45,960.00, of which \$4,450 will be supplied by Ms. Stasinos' insurance, and not to exceed 30% or \$12,453.00 of the remaining project amount of \$41,510.00, will be reimbursed to Ms. Elaine Stasinos upon completion of the work with approved receipts. All property taxes must be paid and up to date and there shall be no liens against the property;

NOW, THEREFORE, BE IT RESOLVED by the Highland Redevelopment Commission as follows:

1. That the Commission finds and determines that it will be of public utility and benefit to approve the application by Ms. Elaine Stasinos for a Façade Improvement Grant for properties located at 2813 Highway Avenue.
2. That the Commission will provide up to and not to exceed reimbursement of \$12,453.00, based upon a total project cost of \$45,450.00 minus \$4,450.00 of insurance costs for a total of \$41,510.00.
3. That all reimbursements will be made upon delivery to the Commission of approved receipts of work performed, and that all property taxes are paid and up to date and no liens have been filed on the property.
4. That this Resolution shall be in full force and effect after its adoption by the Commission.

ADOPTED AND APPROVED at a meeting of the Highland Redevelopment Commission held on the 8th day of April, 2015.

Highland Redevelopment Commission

By: *Dominic M Noce*
 Dominic Noce, President

Attest:

By: *Jim Kessler*
 Jim Kessler, Secretary



0643

PROPOSAL

DATE 12-12-14

PROPOSAL SUBMITTED TO:

ADDRESS 2912 HIGHWAY AVENUE
 CITY, STATE HIGHLAND, IN
 PHONE NO. 219-923-4144

WORK TO BE PERFORMED AT:

CITY, STATE
 DATE OF PLANS
 ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of

TEAR OUT EXTERIOR LIGHTS AND SIGN SAVE SIGN
 TEAR OUT ALL FACADE DOWN TO ORIGINAL BRICK
 APPLY WIRE MESH TO BRICK
 APPLY LIMESTONE VENEER TO FRONT, VARIOUS
 PAINT AND INSTALL OLD SIGN
 INSTALL LIGHTING ABOVE SIGN
 WASH LIMESTONE
 INSTALL LIMESTONE SILLS
 INSTALL COPING ON PARAPET WALL
 INSTALL FINNING 4" BLACK

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of **Forty three thousand four hundred** Dollars (\$ 43,400.00) with payments to be made as follows

Respectfully submitted, *Steve Miller*

For _____ Note - This proposal may be withdrawn by us if not accepted within _____ days

ACCEPTANCE OF PROPOSAL

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

Signature _____
 Date _____

PERSONNEL SERVICES	Amount	Estimated	Approved
Salaries and Wages			
111.01 Commissioner's Salaries	\$2,520		
111.07 Redevelopment Director	\$62,513		
111.15 Temporary Services	\$5,000		
111.24 Recording Secretary	\$924		
111.22 Redevelopment Secretary	\$21,500		
Employees Benefits			
112.01 Social Security/Medicare	\$6,431		
112.09 PERE Pension	\$7,002		
112.10 PERE Annuity paid by Employer	\$1,878		
Total Personnel Services:		\$107,506	\$107,506
SUPPLIES			
Office Supplies			
200.03 Miscellaneous Supplies	\$3,000		
200.04 Main Street Supplies	\$3,000		
Operating Supplies			
	\$0	\$6,000	\$0

Prepared by Department of Local Government Finance
 Approved by State Board of Accounts for Town of Highland - 1892
BUDGET ESTIMATE FOR REDEVELOPMENT GENERAL FUND
 (Office Board/Commission/Department/Institution or Fund)
 Town of Highland
 For Calendar Year 2016
 County Lake

OTHER SERVICES AND CHARGES	Items	Total Estimate	Approved
Professional Services			
310.01 Legal Fees	\$20,000		
310.03 Consultant Fees	\$10,000		
310.04 Training, Training & Development	\$3,000		
Communication & Transportation		\$33,000	
320.01 Postage	\$500		
320.02 Travel	\$3,000		
320.03 Telephone			
320.04 Internet Services			
320.05 Web Site Services	\$500		
Printing and Advertising		\$4,000	
330.01 Legal Notices	\$500		
330.02 Misc Printing	\$3,000		
Insurance		\$3,500	
340.01 Solid Premiums			
340.02 Insurance	\$250		
Total Supplies:		\$6,000	\$6,000
Repair & Maintenance Supplies		\$0	
Other Supplies		\$0	

340.23 Group Health Insurance	\$18,800		
340.43 Life AD&D	\$150		
Utility Services		\$20,200	
350.08 Utility Services	\$8,000		
Repairs and Maintenance		\$9,000	
Repairs		\$0	
Rentals		\$0	
Debt Service		\$0	
Other Services and Charges		\$0	
390.01 Subscription & Dues	\$4,000		
390.02 Refunds, Indemnities, Awards			
390.03 Public Relations	\$4,000		
390.04 Kick Design and Production	\$1,000		
390.20 Info & Comm Contribution	\$10,000		
390.3 Main Street Professional Services	\$5,000		
391.00 Miscellaneous Taxes			
Total		\$24,000	

TOTAL BUDGET ESTIMATE

	\$206,206	\$206,206
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I (We) hereby certify that the foregoing is a true and fair estimate of the necessary expense of the REDEVELOPMENT GENERAL FUND For the calendar year 2016 for the purposes therein described
 Date this 30th Day of July, 15

Development Dept./Grant Program 8-3-11 (Gov 491)
 Signature and Title of Officer(s) or Department Head

Total Other Services and Charges \$92,700 \$92,700

CAPITAL OUTLAYS

Items	Total Estimate	Approved
Land		
Buildings	\$0	
Improvements Other than Building	\$0	
Machinery and Equipment	\$0	
Other Capital Outlays	\$0	
Total Capital Outlays	\$0	

Prescribed by Department of Local Government Finance Budget Form No. 1 (Rev. 2002)
 Approved by State Board of Accounts for Town of Highland - 1992

BUDGET ESTIMATE FOR REDEVELOPMENT CAPITAL FUND

(Office, Board, Commission, Department, Institution or Fund)

Town of Highland Lake County
 For Calendar Year 2016

Items	Total Estimate	Approved
PERSONNEL SERVICES		
Salaries and Wages		
Employee Benefits	\$0	
Other Personal Services	\$0	
Total Personal Services:	\$0	
SUPPLIES		
Office Supplies	\$0	
Operating Supplies	\$0	
Repair & Maintenance Supplies	\$0	
Other Supplies	\$0	
Total Supplies:	\$0	\$0

OTHER SERVICES AND CHARGES

Items	Total Estimate	Approved
Professional Services		
310.05 Engineering & Arch.	\$50,000	
310.06 Bond Sale Professional Services	\$20,000	
310.07 Maint/Repair	\$20,000	
310.08 Tree Replacement	\$0	
340.02 Façade Improvement Grant Program	100,000	
Communication & Transportation	\$190,000	
Printing and Advertising	\$0	
Insurance	\$0	
Utility Services	\$0	
Repairs and Maintenance	\$0	
Rentals	\$0	
Debt Service	\$0	
392.00 Construction Contingency	\$0	
Other Services and Charges		
39019 Legal Services	\$20,000	
39025 Property Appraisal Services	\$5,000	
39026 Demolition Services	\$30,000	
Total Other Services and Charges	\$245,000	\$245,000

CAPITAL OUTLAYS	Items	Total Estimate	Approved
400.00 Real Estate Assembly (Options)			
400.01 Purchase Real Estate	\$1,174,231		
400.02 Roadway, Water, Sewer, Infrastructure	\$100,000		
400.08 Compliance & Control	\$30,000		
		\$1,304,231	
Buildings			
410.00			
410.01			
Improvements Other than Building			
420.xx			
		\$0	
Machinery and Equipment			
		\$0	
Other Capital Outlays			
420.01 Wayfinding Signs	\$20,000		
420.02 Decorative Lighting	\$20,000		
450.05 Gateway & Signs	\$20,000	\$60,000	
Total Capital Outlays		\$1,364,231	\$1,364,231
TOTAL BUDGET ESTIMATE		\$1,609,231	\$1,609,231

I (We) hereby certify that the foregoing is a true and fair estimate of the necessary expense of the
REDEVELOPMENT CAPITAL FUND
 For the calendar year 2016

Dated this 30th Day of Jul-15

Signature and Title of Officer(s) or Department Head