



Highland
Redevelopment
Commission

TOWN OF HIGHLAND, INDIANA
HIGHLAND REDEVELOPMENT COMMISSION

Annual Report to the Executive

For the Fiscal Year 2012

(January 1, 2012 through December 31, 2012)

Prepared

January 23, 2013

Per

Indiana Code 36-7-14-13

Redevelopment Commission

TOWN OF HIGHLAND

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

January 23, 2013

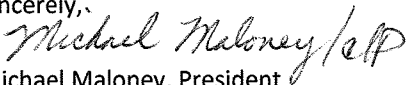
Mr. Brian Novak, President
Highland Town Council
Highland Municipal Building
3333 Ridge Road
Highland, Indiana 46322

Dear Mr. Novak,

In accordance with Indiana Code 36-7-14-13(a), within thirty days after close of each calendar year, the Highland Redevelopment Commission shall file with the unit's executive a report setting out Commission activities during the preceding calendar year. In addition, IC 36-7-14-13(d) requires that a copy of the report as filed under IC 36-7-14-13(a) must be submitted to the Indiana Department of Local Government Finance (DLGF) in electronic format under IC 5-14-6 titled Electronic Transmission of Reports to the General Assembly. The DLGF requires that the Commission submit its report through the Indiana Gateway for Government Units ("Gateway") before January 31 after the close of each calendar year.

Therefore, enclosed is the Annual Report to the Executive for Fiscal Year Ending December 31, 2012 as prepared for the Highland Redevelopment Commission. I have reviewed the enclosed Annual Report and find it to be complete and prepared in compliance with Indiana Code 36-7-14-13. If you have any questions or would like further information, please contact me or Director Petro at the above number.

Sincerely,


Michael Maloney, President
Highland Redevelopment Commission

Enclosure

Cc: Members of the Highland Redevelopment Commission
Michael Griffin, Clerk-Treasurer, Town of Highland
Attorney Carol Green-Fraley, Counsel to the Commission
Members of the Highland Town Council

2012 Annual Report of the RC to the State

2012 HIGHLAND REDEVELOPMENT COMMISSION REPORT

Pursuant to I.C. 36-7-14-13

FROM: Highland, Indiana, Lake County

SUBMITTED BY: Michael Maloney, President of the Highland Redevelopment Commission

TO: Indiana Department of Local Government Finance

DATE: January 30, 2012

CC: EXECUTIVE OF UNIT: Brian Novak, Town Council President

A. INFORMATION REGARDING REDEVELOPMENT COMMISSION MEMBERS AND OFFICERS

AND MEETINGS DATES:

President:	Michael Maloney	\$50 per month salary
Vice President:	Gregory Kuzmar	\$40 per month salary
Secretary:	Dominic Noce	\$40 per month salary
Member:	Bridget DeYoung	\$40 per month salary
Member:	Thomas Crowel	\$40 per month salary

Non-Voting School Board Members (Co-Appointments in Highland):

Lawrence Vassar and Luanne Jurczak

Name of Commission Members appointed during 2012: Same as above

Name of Commission Members removed during 2012: None

Treasurer: The Town Clerk-Treasurer preforms the task of Treasurer for the Commission without compensation

2012 Meetings of the Commission

The Commission is scheduled to hold regular public meetings on the second Wednesday of the month at 7:00 PM with a study session before (6:30 PM) and after the meeting. A full study session is scheduled on the fourth Wednesday of the month at 6:30 PM. All meetings are held at the Highland Municipal Building located at 3333 Ridge Road. Minutes are bond and archived within the municipal building and available for review and inspection during regular business hours. The following is a list of dates that public meetings and full study sessions were held:

<u>Public Meeting with Study Sessions</u>	<u>Study Sessions only</u>
January 11, 2012	January 25, 2012
February 9, 2012	February 22, 2012
March 14, 2012	March 28, 2012
April 11, 2012	April 25, 2012
May 16, 2012	May 23, 2012
June 13, 2012	June 27, 2012
July 11, 2012	July 25, 2012
August 8, 2012	August 22, 2012
September 12, 2012	September 26, 2012
October 3, 2012	
October 24, 2012 (Special Public Meeting)	
November 14, 2012	
November 28, 2012 (Special Public Meeting)	
December 12, 2012	

B. REGULAR EMPLOYEES OF THE REDEVELOPMENT COMMISSION

Director:	Cecile L. Petro	\$48,446.88 salary
Recording Secretary:	Cecile L. Petro	\$600 salary

C. EXPENDITURES MADE DURING 2012, AND GENERAL PURPOSE

Operating and Capital Funds

The Redevelopment Commission’s budget and expenditures made during 2012 follow the cash-based system of the Town of Highland. The Commission’s operating budget is funded from property taxes (Fund 094 internally). The beginning budgeted amount was \$152,685.81 and the ending balance was \$24,334.57. Major contracts for the year included the following:

Legal Services	Green & Kuchel	Att. Carol Green-Fraley	\$14,671.37
Financial Consulting	Cender & Company	Mr. Dan Botich	\$4,045.10
Arch. Landscaping	Short, Elliott Hendrickson		\$4,900.00

The capital fund (Fund 096 internally) includes bond proceeds from retired bonds, interest and donations. In 2012, the Commission reimbursed one Façade Improvement Grant \$6,137.93, or 30% of a \$20,459.76 project at 8715-9717 Kennedy Avenue, from that fund.

Façade Improvement Grant Program

Name	Address of Project	Amount	Source
Mr. Hal Slager	8715-8717 Kennedy Ave.	\$6,137.93 (\$20,459.76 Project)	Retired bond proceeds, interest, and donations

Debt Service Schedule for Highland Redevelopment District Taxable Bond

The Redevelopment Commission has one outstanding bond beginning in 2007 for \$1.75M (fund 097 internally). That bond provided monies for a loan to the City of Hammond to demolish an apartment complex located north of Highland on Kennedy Avenue. Hammond has made semi-annual payments to the town for interest, only. During 2012, that amount was \$62,015.65. The Town of Highland made principal payments of \$175,000.00 utilizing property taxes and paid the Paying Agent Fee of \$400. The loan payments will be completed in 2017.

Payment Date	Principal Paid	Interest Paid	Paying Agent Fee
2-1-12	\$175,000.00	\$33,796.89	\$400.00
8-1-12	\$0	\$28,218.76	

D. RECIPIENTS OF LOAN OR GRANT OF TAX INCREMENT REVENUES DURING 2012

Distribution of Tax Increment in 2012

During 2012, the Commission received monies from two allocation (TIF) areas listed below. This is the second year that the Highland Redevelopment Commission has received TIF funds. No disbursements were made in 2012.

Revenue Fund 098 for the Downtown Redevelopment Area

Amount received	Date	Disbursed
\$6,193.08	6-29-12	\$0
\$6,647.30	12-27-12	\$0

Revenue Fund 099 for the Economic Development Area Highland Acres

Amount received	Date	Disbursed
\$3,233.52	6-29-12	\$0
\$3,149.73	12-27-12	\$0

E. AMOUNT OF FUNDS ON HAND AT CLOSE OF CALENDAR YEAR 2012

Fund	Starting Balance	Ending Balance
094 Operating Fund	\$152,685.81	\$24,334.57
096 Capital Fund	\$401,038.00	\$393,962.07
097 Bond and Interest	\$237,416.00	\$0.35
098 TIF Revenue (Downtown)	\$21,883.17	\$34,723.51
099 TIF Revenue (Econ. Dev. Area)	\$ 893.89	\$ 7,277.14

F. ADDITIONAL COMMENTS REGARDING ACTIVITIES OF THE REDEVELOPMENT COMMISSION AND RESULTS OBTAINED DURING 2012

The following narrative is a summary of the activities of the Commission for 2012 with a schedule of meetings, and a detailed budget/expenditure listing.

2012 ANNUAL REPORT OF THE HIGHLAND REDEVELOPMENT COMMISSION

Introduction

Under Indiana Code 36-7-14-13, the Redevelopment Commission (Commission, RC) must prepare an Annual Report outlining the activities of the Commission, the members, and the expenditures made during 2012. The following is a summary of the year and then a recap of each month. A list of members, goals for 2012, and the budget/expenditures for the year follows.

Summary

The Highland Redevelopment Commission had a very productive year in 2012. The Commission recommended three projects for tax abatement, including Culver's Restaurant to be located at 3940-3950 Ridge Road, Strack and Van Til's Corporate Headquarters to be located at 2244 45th Street, and Highland Volkswagon to be located at 9601 Indianapolis Boulevard. The projected investment in Highland will be \$950,000.00, \$3,500,000.00, and \$1,500,000.00, respectively, for a total investment of \$5,950,000.00. In addition, the Commission approved four Façade Improvement Grants located at 2739 Highway Avenue (Tradition's Restaurant), 2743 Highway Avenue (APEX Construction), 2941 Jewett Avenue (vacant commercial space), and 2641-2647 Highway Avenue (Popa Heating and Cooling). The investment for each project was \$75,855, \$127,953.72, \$10,804.00, and \$11,444.83 respectively, for a total investment of \$226,057.55. The Commission will reimburse these owners thirty (30) percent, or \$67,817.27, of their total investment upon receiving final receipts. The Commission provided approval to reimburse last year's first Façade Improvement Grant located at 8715-8717 Kennedy Avenue after receiving final receipts and inspecting the work performed. The owner invested \$20,459.76, of which \$6,137.93 was reimbursed to him by the Commission.

The Commission has been concerned with the appearance of vacant properties in the town. During 2012 they developed a separate document that addressed vacant lots and buildings. This document, Vacant Property Ordinance, was developed by the Commission and sent to the Building and Inspection Department and the Town Council. After review by both bodies, it was suggested that the points raised within the new Vacant Property Ordinance, be added to the current Property Maintenance Ordinance in the town, and not maintained as a separate document. The Commission expects the Property Maintenance Ordinance to be updated in early 2013.

Another project during 2012 was the systematic tabulation of vacant lots, vacant buildings, and properties that could be assembled within all of the commercial corridors. Each parcel was photographed and the following information was gathered: assessed value, acreage, ownership, and taxes. The Commission identified target areas that may be assembled in the future. Commissioners also discussed bonding as a possible vehicle to assemble properties. A presentation was made to the Town Council on the results of this effort.

The North Indianapolis Bridge was demolished, and the roadway was straightened, thus providing additional right-of-way on the eastern side of the highway. The Commission was instrumental in planning for that right-of-way along North Indianapolis Boulevard from 81st Street to Maplewood Court. A landscape architect was hired to develop a plan to beautify the area as a gateway into Highland. The final plan will be implemented in 2013. During the latter part of the year, the Commission became the owner of the Town Theatre after waiting one year following the tax sale purchase. When the deed is received, a Quiet Title Action will need to be performed. The Commission immediately set about stabilizing the structure. Volunteers from many businesses and unions

assessed the building and the systems are currently being evaluated for sustainability. The future disposition of the theater will be considered in 2013 and Highland Main Street has provided a Vision for the Theatre through its Art and Music Committee.

The Commission through its Design Review Committee provided guidance on the design standards to potential new businesses in town, as well as, those requesting tax abatement and Façade Improvement Grant monies. Highland Main Street Bureau which is organized under the Redevelopment Commission, will have its own 2012 Annual Report.

The following is a monthly review of Commission activities for 2012.

January

Redevelopment Commissioners from 2011 were reappointed by the Town Council and met for their first meeting of the year on January 11, 2012. They included Michael Maloney, Thomas Crowel, Greg Kuzmar, Dominic Noce, and Bridget DeYoung. Co-Commissioners from the School Town of Highland, Lawrence Vassar and Luanne Jurczak, were also reappointed by the local school board. Officers were nominated and approved: Michael Maloney, President, Greg Kuzmar, Vice President, and Dominic Noce, Secretary.

Resolution 2012-01, A Resolution Authorizing compensation for Certain Employees to be Derived from the Proper Fund of the Redevelopment Department of the Town of Highland, Lake County, Indiana was approved. This resolution established the salary for the Director and Corresponding Secretary.

Resolution 2012-02, A Resolution of the Highland Redevelopment Commission Approving an Agreement for Legal Services to the Highland Redevelopment Commission for 2012 was also approved. This resolution provided a contract for legal services to the Commission from Beckman, Kelly, and Smith.

Finally, *Resolution 2012-03, A Resolution of the Highland Redevelopment Commission approving a Retainer Agreement for Financial Advisory Services and General Redevelopment Consulting to the Highland Redevelopment Commission for 2012* was passed. Financial Services were provided by Cender and Company. In addition, a 2012 meeting schedule was approved and approval for the Director to attend the 2012 CIP Conference in Chicago was passed.

During the Study Session, the Commission discussed the Town Theatre and the generous donation from Korellis Roofing to patch the roof. At the present time, the Commission does not own the theatre and cannot approve expenditures on the maintenance of the building. Commissioners reviewed past and current interest in the Façade Improvement Grant Program among building owners in the downtown. Several owners have contacted the Director seeking information about the program. A Highland Main Street update was provided. Another Pop-Up Gallery was scheduled for January 12, 2012 at 2645 Main Street Suite C. Commissioners also discussed contributing to the cost of sanitary sewer service for the Bult Oil area located at 2605 Condit Street. At this time, the Commission declined to contribute, although if the adjacent owner decides to extend the sewer line, then the future owner of the Bult Oil site could be charged for the extension.

During the Study Session of January 25, 2012, the Director reported that Culver's Restaurant's application for tax abatement is on course for approval by the Town Council by the end of January. Another application submitted by Volkswagon of Orland Park, Illinois has been submitted, reviewed, and recommended by the Economic Development Commission and will be submitted to the Council soon. The Director provided copies of façade programs throughout the state and within other states. Highland Main Street and the Commission will decide whether to allow the façade grant program to accept proposals for smaller projects such as awnings, signage, lighting, and landscaping, only. The Commission directed the Director to contact the Building and Inspection Department to gain information on non-conforming properties. Lastly, Commissioners discussed a number of questions regarding the new North Indianapolis bridge that is under construction. The Commission would like an

executive summary of the project with information on the elevation of the bridge, the shoulder, landscaping, water retention and any visuals that will assist the Commission in its efforts to improve the look of the gateway into Highland.

February

Commissioners approved the 2011 Annual Report at their February 9, 2012 meeting.

During the Study Session, the Commission reviewed historical information on the proposed North Indianapolis Avenue bridge removal project from 1992 to the present. They also reviewed a Quote Proposal to be sent to engineering firms that would be able to provide renditions and visuals for the right-of-way areas. Attorney Green-Fraley informed the Commission regarding her meeting with the City of Hammond and their desire to return about \$400,000.00 from the loan it owns the Commission. The contract between the Commission and the City of Hammond stated that the Commission would be paid first when the property is sold at the former Kennedy Avenue apartment site. The Commission directed the Attorney to request the entire loan based upon the agreement. Commissioners discussed the 2012 Façade Improvement Grant Program and decided to include the wording "*projects under \$10,000.00 will be considered for special cases*", so that the Commission is able to fund smaller projects than the pilot project required in 2011. The Commission reviewed the proposed design for the Tire Barn business located at 9454 Indianapolis Boulevard. Preliminary approval was given contingent upon receiving additional design information.

Growler's on Highway located at 2816 Highway Avenue, requested the use of the Commission owned lot on the southeast corner of Highway and Kennedy Avenues for an Anniversary Party on August 25, 2012 and a Cancer Fundraiser on May 19, 2012. A letter will be sent requesting information on how Growler's will mitigate previous problems, before the Town Council acts on the request.

At the February 22, 2012 Study Session, a tax abatement request from Strack and Van Til for their new headquarters located at 2244 45th Street was reviewed. If approved by the Council, they expect to be under construction in May. The Design Advisory Committee of the Commission pointed out several items within the plans that need to be addressed and will work with the company for compliance with the standards. The company had considered moving to Joliet, but decided Highland provided the best location. Commissioners requested a copy of the current code enforcement policy for vacant buildings. It will prepare a draft document for vacant properties with more specificity.

Commissioners also discussed the importance of the North Indianapolis Bridge right-of-way and how it is one of the major gateways into the town. The Director will meet with at least one engineering firm to discuss the preparation of a quote proposal for the development of a plan for that area. Commissioners discussed, *Resolution 2012-04, A Resolution of the Highland Redevelopment Commission Authorizing and Approving Professional Design Services for North Indianapolis Boulevard for 2012*, but they decided to defer this resolution until more information can be gathered.

The Commission reviewed a draft listing of properties that are either underutilized or vacant along Indianapolis Boulevard provided by the Director. The Director also provided information about the Highland Community Foundation including the purpose, mission statement, and the first project for the group. The creation of a community foundation was a goal for the Redevelopment Commission in 2008. Finally, Commissioners reviewed changes in the current Façade Improvement Grant program that will allow projects less than \$10,000.00. The draft application and guidelines will be considered at the next public meeting.

March

At the March 14, 2012 meeting, the Commission approved the 2012 Façade Improvement Grant Program guidelines which will provide the following change in the program: "*Projects over \$10,000.00 will have priority; however, the Commission reserves the right to review projects under \$10,000.00*". Commissioners also approved 2012 dues for the Northwest Indiana Forum.

At the Study Session, the architect representing Tire Barn provided blueprints for the new Tire Barn with sample materials, lighting projections, and landscaping plans. Attorney Green-Fraley presented her letter to the City of Hammond reiterating the Commission's expectation to be the first paid with the proceeds of a sale of the former River Park Apartment property, in order to pay off the \$1.75M bond. No further action will need to be taken at this time. Commissioners also discussed progress with the design plans for the proposed Strack and Van Til headquarters. Several items were still needed to complete the design review process. Mr. John Garcia, owner of Garcia Engineering, has offered his services free of charge to project the amount of area that will be available to landscape the right-of-way along the eastern side of North Indianapolis Boulevard after the bridge is removed. Lastly, Commissioners reviewed properties along Ridge Road that are underutilized and vacant.

During the March 28, 2012 Study Session, Keith Bruxvoort, CFO for Strack and Van Til, reviewed the progress with the design standards for the new headquarters located at 2244 45th Street. He also presented the Commission with a \$41,191.00 check for Economic Development as part of the tax abatement process. Tire Barn located at 9454 Indianapolis Boulevard also provided an update on their building design. Commissioners also discussed the right-of-way for the North Indianapolis bridge area. At this time, several issues are unknown including the location of the proposed berms, the height of the berms, sidewalk location along the roadway, and the extent of INDOT participation in landscaping. Lastly, vacant and underutilized properties along Forty-Fifth Street and Kennedy Avenue were reviewed.

April

At the Public Meeting on April 11, 2012, the Commission gave preliminary approval to a Façade Improvement Grant to the owners of Tradition's Restaurant located at 2739 Highway Avenue contingent upon providing material and paint samples and a lighting plan in compliance with the Design Standards. The regularly scheduled public meeting and study session of May 9, 2012 was moved to May 16, 2012.

Owners of 2739 Highway (Tradition's Restaurant) explained their application for a Façade Improvement Grant.

During the Study Session of April 11, 2012, Commissioners discussed the revised draft of a Vacant and Abandoned Property Code prepared by the Director. The document will be given to the Plan Commission and Building and Inspection Department for their review. Next, it will be sent to the Town Council for consideration and action.

Commissioners also reviewed the final draft of the document describing Vacant Parcels, Underutilized Parcels, and Areas to be Assembled. Visuals will be created to demonstrate clusters of underutilized properties.

Garcia Engineering provided pro bono work to the Commission regarding the potential height and width of potential berms on the right-of-way area on the east side of North U.S. 41 after the bridge is removed.

At the Study Session of April 25, 2012, Commissioners discussed the final draft of the Vacant and Abandoned Property Ordinance that will now be sent to the Town Council. Commissioners also continued their discussion on the right-of-way for the eastern side of North U.S. 41 from the last meeting. The Commission reviewed bonding requirements and the different types of bonds available to the Commission. Further information from the owners of 2739 Highway Avenue on their proposed Façade Improvement Grant project was discussed. Finally, the Commission discussed the Vacant and Underutilized Property document that included totals for vacant, underutilized, and/or properties within the business corridors that may be assembled, with their corresponding assessed values and acreage.

May

Attorney Green-Fraley provided information on the tax sale purchase of the Town Theatre and the parking lot for the theatre located at 8616 Kennedy Avenue and 2804-2808 Garfield Avenue at the public meeting of May 16, 2012. A title search will be conducted to notify all interested parties. When that is completed and a deed is

received, a Quiet Title Action will need to be performed, so that the Commission will have clear title to the property.

Resolution 2012-05, A Resolution authorizing compensation for Certain Employees to be Derived From the Proper Fund of the Redevelopment Department of the Town of Highland, Lake county, Indiana, was approved. This resolution provided an intern stipend for Sonia Formosa who developed a rendition of 8715 Kennedy Avenue.

Commissioners passed *Resolution 2012-06, a Resolution authorizing compensation for Certain Employees to be Derived From the Proper Fund of the redevelopment Department of the Town of Highland, Lake county, Indiana.* This resolution authorized an intern stipend for Andrew Siple. Mr. Siple completed a rendition of the building located at 2708 Highway Avenue.

Resolution 2012-07, A Resolution of the Highland Redevelopment Commission to Approve an Application by Mr. and Mrs. Mark Spain for a Façade Improvement Grant for Property Located at 2739 Highway Avenue was approved. This resolution revised the original application and gave preliminary approval for their project.

During the Study Session, Commissioners reviewed maps that provided a visual demonstration of areas that are vacant and/or can be assembled. Commissioners also reviewed a request for reimbursement from the owners of 8715-8717 Kennedy Avenue for the work performed on the facade as part of their Façade Improvement Grant.

During the Study Session of May 23, 2012, Commissioners discussed the eastern right-of-way of North Indianapolis Boulevard (U.S. 41). Some of the items discussed were: 1) should a sidewalk be extended from the culvert to 81st Street, 2) are there funds in the current construction contract for landscaping, 3) is funding allocated to different phases of the project, and 4) is there sufficient time to develop a plan for the berms? An update on the Façade Improvement Grant project and a grant application for improvements at the Highland Rookery area were discussed.

June

At the June 13, 2012 public meeting, Commissioners passed *Resolution 2012-08, A Resolution of the Town of Highland Redevelopment Commission Determining the Amount of Assessed Valuation to Capture as of the March 1, 2012, Assessment Date in Order to Generate Tax Increment for Distribution in 2013 to Satisfy Commission Obligations of Outstanding Debt Service and Lease Payments and Including Project or Program Costs Related to the Highland Acres Allocation Area, the Highland Allocation Area, and the Highland Commercial Corridors Allocation Area as Notice to the Lake County Auditor.* This resolution directs the County Auditor to determine the amount of tax increment that is due the town from the three allocation areas.

Also approved was *Resolution 2012-09, a Resolution Authorizing compensation for Certain Employees to be Derived From the Proper Fund of the Redevelopment Department of the Town of Highland, Lake County, Indiana.* This resolution modifies the Director's salary based upon a town-wide salary increase.

During the pre-public meeting study session, the Commission met at the side of the North Indianapolis Boulevard Bridge to review the right-of-way on the east side. The present bridge is currently being lowered and the road is undergoing reconstruction. The Commissioners reviewed the site for two potential berms that will decrease the noise to residents in the Wicker Park Manor subdivision and also create an aesthetically pleasing gateway into the community.

The study session of June 27, 2012 began with the discussion of the right-of-way on North Indianapolis Boulevard. A diagram of the easement area will be forthcoming. Commissioners also reviewed properties within the Redevelopment and Economic Development Areas and discussed the potential of those properties for redevelopment.

July

At the public meeting of July 11, 2012, Co-Representative Larry Vassar asked about the acquisition and utilization of tax increment financing (TIF) monies relative to school funding. The Director and Attorney responded.

During the study session, the Commission Attorney provided an update on the Town Theatre. She stated that there will be further costs associated with the acquisition of the theatre including public notices. Regarding the right-of-way on the easement of North Indianapolis Boulevard, the Commission President, Michael Maloney reported that much of the dirt that had been brought to the site has since been used by the road construction firm for the roadway. He stated that the berms may not be as large and as high as originally envisioned. Commissioners decided to request a meeting with Town Council representatives to review the process and progress that the Commission has made in regard to properties that could be assembled and to suggest a future direction for those properties.

An update on the Façade improvement Grant program was also given by the Director. She stated that Tradition's Restaurant located at 2739 Highway Avenue has made significant progress on their façade. Two other business property owners have expressed interest in the program and are expected to apply for funding. The Commission also received final plans for Culver's Restaurant to be located at 3940-3950 Ridge Road. Plans will be reviewed by the Design Advisory Committee.

At the July 25, 2012 Study Session, Commissioners discussed developing a request for quotes (RFQ) proposal for an architectural landscaper to provide plans for the right-of-way on the east side of North Indianapolis Boulevard (U.S. 41) from 81st Street to Maplewood Court. Commissioners continued to review properties within the Redevelopment and Economic Development Areas and discussed the potential of those properties for redevelopment. Commissioner Kuzmar, Chair of the Design Advisory Committee, shared his review of the latest plans from Culver's to be located at 3940-3950 Ridge Road. Town Councilman and Commission Liaison, Dan Vassar told the Commission that the Council will be meeting soon to consider the draft Vacant and Abandoned Property Code development by the Commission.

The Director provided information on development in Highland Tradition's Bar and Pub located at 2739 Highway Avenue has almost completed its façade improvement and Apex located at 2743 Highway Avenue submitted a proposal for the Façade Improvement Grant program on July 25, 2012. Les Brothers located at 2708 Highway Avenue may submit an application for the Façade Improvement Grant Program, as well.

Strack and VanTil's work on their new corporate headquarters located at 2244 45th Street, (formerly their warehouse), is also underway. They received a tax abatement from the town. Volkswagon of Orland Park continues to express interest in the property located at 9601 Indianapolis Boulevard, currently owned by Team Toyota. Team Toyota is building a new facility in Schererville, Indiana. Volkswagon has stated that they may apply for a tax abatement, if they decide that Highland is a possible site for their expansion.

August

On August 8, 2012, the Redevelopment Commission met in a public meeting and approved *Resolution 2012-10, A Resolution of the Highland Redevelopment Commission to Provide Preliminary Approval for an application by Mr. Scott Filler for a Façade Improvement Grant for Property Located at 2743 Highway Avenue* upon reaching an agreement with the Design Advisory committee regarding design issues.

The 2013 draft Redevelopment Commission General Fund Budget was presented and passed. Growler's located at 2816 Highway Avenue received approval to lease the Commission's lot located on the southeast corner of Highway and Kennedy Avenues on August 25, 2012 for an Anniversary party. The approval was contingent upon Growler's providing a plan in writing that would address security and management issues. Commissioners approved a draft letter to the Indiana Department of Transportation (INDOT) regarding the removal of a planned sidewalk along the eastern right-of-way of north Indianapolis Boulevard from 81st Street to Maplewood Court. Lastly, the Commission

approved the landscape Architect Request for Quote (RFQ) document as presented. Once it receives approval from INDOT, it will be sent out to landscape firms.

During the study session, intern Jeff Beese provided a presentation on his database expansion and downtown business data collection. Mr. Beese updated the current downtown database of businesses, interviewed downtown businesses, verified contact information, and expanded the database fields. Commissioners also discussed the recent decision of the Board of Zoning Appeals approving a variance request for a billboard to be located at the entrance of Highland on the west side of North Indianapolis Boulevard. The Commission was in agreement in their opposition to this decision. Progress on the 2012 RC Goals was presented and members stated that they were pleased with the progress to date. The next Pop-Up Gallery will be held on September 20, 2012 at 2647 Highway Avenue at 4:30 PM. The purpose of the Pop-Up is to showcase available properties to realtors and businesses, provide a networking opportunity for business persons, and allow a venue for art in the community.

At the study session of August 22, 2012, the Commission reviewed some landscape options in the downtown now that some of the trees have ash borer disease and must be removed. A mix of planters and replacement trees were discussed. The Director provided a status report on the Façade Improvement Grant program. The Commission has committed \$58,895.00 to the façade program to date and discussed increasing the original amount of \$100,000.00 before the end of the year, if needed.

September

During the public meeting of September 12, 2012, the Commission approved three resolutions. *Resolution 2012-11, A Resolution to Award a Stipend to Jeffery Beese Upon Completion of His Internship, Not to Exceed \$500.00.* This resolution awarded Mr. Beese a stipend for his work on the business database.

Resolution 2012-12, A Resolution of the Highland Redevelopment Commission Authorizing a Contract with Short, Elliot Henrickson, Inc. (SEH) for Landscape Architectural Services not to Exceed \$7,000.00 was passed. SEH will provide a landscape plan for the right-of-way on the eastern side of North Indianapolis Boulevard from 81st Street to Maplewood Court.

Resolution 2012-13, A Resolution of the Highland Redevelopment Commission to Amend the Application by Mr. Scott Filler and to Provide Preliminary Approval for a Façade Improvement Grant for Property Located at 2743 Highway Avenue was approved. This resolution will provide thirty (30) percent of the approved receipts for a façade improvement grant for the building.

The Commission also approved the purchase of twenty (20) royal blue and gold banners to Commemorate Art and Humanities Month in October, Not to Exceed \$912.60. Commissioner DeYoung stated that the Highland Main Street's Art and Music Committee requested the funds to celebrate the arts.

During the study session, the Commission discussed several potential applications for the Façade Improvement Grant program. Commissioners also reviewed progress along North Indianapolis Boulevard. The Director stated that she and the new landscape architect will be meeting soon with the INDOT Progress and Planning Group.

During the September 26, 2012 Study Session, the Commission presented its findings of underutilized properties in the town of Highland to representatives of the Town Council. Over the course of four months, the Commission reviewed every commercial corridor and supplied assessed value, tax, ownership, and size information on each parcel that the Commission determined to be underutilized. The Commission narrowed its scope to areas that it deemed ripe for redevelopment. The representatives of the Council will share this information with the entire Council. The Director reviewed the status of projects that have requested tax abatement including Highland Volkswagen, Culvers, and Strack and VanTil's Corporate Headquarters. She also provided information on several owners that may apply for a Façade Improvement Grant.

October

At the October 3, 2012 public meeting, *Resolution 2012-14, A Resolution Providing Preliminary Approval for Façade Improvement Grants by Mr. and Mrs. Nick Popa for Properties Located at 2641-2647 Highway Avenue and 2939-2941 Jewett Avenue* was tabled until further information was available.

During the study session, The Commission discussed the potential Façade Improvement Grant for Cakes By Karen located at 8632 Kennedy Avenue. The Design Advisory Committee will continue to work with the business. Attorney Glenn Kuchel, substituting for Attorney Carol Green-Fralely, provided an update on the legal status of the Town Theatre. He stated that the Court has to issue an order to the Clerk to issue a Tax Deed on the theatre and parking lot properties. A Quiet Title Action will follow. Professor Dan Dunn from Purdue Calumet and a member of the Art and Music Committee of Highland Main Street, presented the Vision for the Town theatre that was developed by the Committee. The Vision identifies the Theatre as the anchor for the arts in Highland; it supports local businesses by using them as food vendors for the theatre; and the Vision supports the Town of Highland as the controlling partner. Commissioners also discussed the progress on the right-of-way on the east side of North Indianapolis Boulevard from 81st Street to Maplewood Court.

On October 24, 2012, the Commission called for a Special Public Meeting to approve applications for the Façade Improvement Grant program. *Resolution 2012-15, a Resolution of the Highland Redevelopment Commission to Provide Preliminary Approval for an Application by Mr. and Mrs. Nick Popa for a Façade Improvement Grant for Property Located at 2939-2941 Jewett Street* was approved.

Another façade grant request by Mr. and Mrs. Nick Popa for property located at 2641-2647 Highway Avenue, was tabled at this time. Also, an application by Mr. Gus Kouros for property located at 2820 Highway Avenue for a façade grant was tabled pending further information on the design.

During the study session, the Director informed the Commission that she had been contacted by R+B, an architectural firm from Indianapolis, Indiana. They were interested in providing one rendition, pro bono. The Commission suggested property located at 8632 Kennedy Avenue (Cakes by Karen) as a property that could benefit from this service. Commissioners were informed of a "walk-through" at the Town theatre by the Building and Inspection Department and the Fire Department on October 30, 2012. The Director also provided a detailed list of calls to forty persons who have had an interest in the Town Theatre over the past five years. The Commission will review the list for future contacts.

November

During the November 14, 2012 public meeting of the Commission, two resolutions to approve façade improvement grants were tabled until further building design information is received.

At the study session, Commissioners discussed applications for the Façade Improvement Grant program. The Commission also discussed the next steps that will be needed to stabilize the Town Theatre for the winter season. These steps will include cleaning out the debris within the theater; evaluating the various systems within the theater including electrical, HVAC, and plumbing; and inspecting the roof. The Commission received three landscaping plans for the right-of-way on the east side of the North Indianapolis Boulevard from 81st Street to Maple Court from SEH. The three plans included a cost list for the plantings. Further discussions will be needed on the selection of one of the plans, possible replacement of the old gateway sign, and potential sources of revenue to accomplish the new landscaping. Commissioner Kuzmar requested and received consensus by the Commission to work with the Plan Commission regarding appropriate zoned areas for multi-family use.

At a special public meeting on November 28, 2012, the Commission approved *Resolution 2012-16, A Resolution Providing Preliminary Approval for a Façade Improvement Grant by Mr. and Mrs. Nick Popa for Property Located at 2641-2647 Highway Avenue*.

Resolution 2012-15, a resolution to approve a façade grant for 2920 Highway Avenue was removed from the agenda per the applicant's (Mr. Gus Kouros) request.

During the study session, the Commission discussed entering into a contract with a used car dealership south of the Town Theatre parking lot for his business use. The Attorney will develop a contract. Commissioners thanked the Public Works staff for cleaning up most of the debris within the theater. Skilled union workers from the Chicago Assembly Plant, UAW Local 551 and Hyre Electric will assess the work that will need to be done at the theatre to stabilize it. The Commission will be looking for other contractors to assist with the stabilization. Lastly, Commissioners discussed the right-of-way on North Indianapolis Boulevard and revenue sources available to the Commission to carry out a landscaping plan.

December

At the public meeting of the Commission on December 12, 2012, the Commission approved *Resolution 2012-17, a Resolution Authorizing Compensation for Certain Employees to be derived from the proper Fund of the Redevelopment Department of the Town of Highland, Lake County, Indiana*. This resolution provided a merit raise for the Director. The Commission also approved the purchase of two days of vacation time in lieu of time off for the Director.

Goals for 2013 as presented by the Commission President, Michael Maloney, were passed. The regularly scheduled study session for December 26, 2012 was cancelled. Lastly, approval to enter into a contract with Luke's Family Motors to lease the Commission's theater parking lot located at 2804-2808 Garfield Avenue was removed from the agenda. The Commission decided to maintain this lot as a parking lot for the town.

During the study session, Commissioner Dominic Noce reviewed his actions in regard to the theater. He and the Director conducted a walk-through for Hyre Electric and the Union Skilled labor UAW 551 members that have volunteered to assist the Commission with an assessment and stabilization of the building. The Director informed the Commission of other volunteer assistance, including Korellis Roofing, Gluth Construction, and Guardian Pest Control. Attorney Green-Fraley stated that the deed for the theater will take about three to six months before it will be received by the Commission. President Michael Maloney related the outcome of a Town Council Study Session that he attended. He stated that the Council would like the Commission to move forward on seeking information on bonding to assemble parcels for development. The Director also provided the Commission with a review of the progress made on the 2012 Goals. Finally, the Commission revisited their discussion regarding the three landscape plans for the eastern side of North Indianapolis Boulevard. Commissioners requested more information from the landscape architect including a view from the roadway, where the plantings would be placed and grouped together, and how the stone or brick outcropped walls would look now that the berms are much shorter than anticipated.

REDEVELOPMENT COMMISSION GOALS FOR 2012

<u>2012 URGENT GOALS</u>	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
1. COMPREHENSIVE TROUBLED PROPERTIES LISTING	<p>Develop a comprehensive list of vacant &/or blighted sites within the two Redevel. Areas.</p> <p>Publish initial listing by the end of 1Q 2012 with copies to TC, Staff & other Comm.</p>	<p>Identify parcels for sale</p> <p>Identify parcels for lease</p> <p>Identify parcels that are vacant with info on owner, price, assessed value</p>		
2. REDEVELOPMENT TARGET LIST		<p>Determine which sites from the Listing in #1 above, if any, would be candidates for purchase &/or consolidation by RC</p>		
3. FAÇADE IMPROVEMENT PROGRAM	<p>Allocate \$_____ in 1Q 2012 to continue Façade Improvement Grant program</p>			
4. REVISED WATER RETENTION GUIDELINES			<p>Work with staff to finalize guidelines as discussed at 3/10/11 mtg & submit to T.C.</p>	
5. TOWN THEATRE		<p>Develop a listing of potential buyers by end of 2Q 2012</p>	<p>Develop guidelines/expectations regarding the use of the property</p>	<p>Actively market property by 4Q 2012</p>
6. ULTRA PLAZA			<p>Once RC knows impact of Indy bridge on existing bordering properties, continue</p>	

			discussion with SVT senior mgmt. to improve appearance of the Ultra store & south plaza	
7. MAIN & INDY BLVD. PROPERTY				Meet with INDOT to explore eastern access to site
8. BULT OIL & KENNEDY/HIGH-WAY PROPERTIES OWNED BY REDEVEL. COMMISSION	If economic conditions improve, remarket these properties for redevelopment and review each quarter			
9. VACANT CAR DEALERSHIPS			Pursue purchasing properties at fair market value if still vacant	
10. IDENTIFY AND DETERMINE FUTURE LOCATION OF THE PUBLIC WORKS GARAGE & SHARP ATHLETIC COMPLEX SO THAT DEVELOPMENT MAY OCCUR				
11. STUDY LIGHTING IN THE DOWNTOWN AREA WITH SUGGESTIONS FOR POSSIBLE IMPROVEMENTS.	Research and contact the manufacturer of the present lighting fixtures.	If a retrofit can be accomplished, acquire a quote.	Decide to move forward with a retrofit or another possibility, if feasible.	
12. EXPLORE THE POSSIBILITY OF PROVIDING A FAÇADE IMPROVEMENT PROGRAM FOR SMALLER PROJECTS UNDER \$10K	Send out information on other Main Street programs that utilize smaller grants.	Decide on whether or not to fund a smaller project and if so, publicize the availability of the program.		Fund at least one smaller project.
13. BOND \$1.99M FOR THE PURCHASE OF/DEVELOPMENT		Identify properties that need to be purchased/developed.	Obtain appraisals on the properties.	Begin bonding process.

OF PROPERTY .

1. Work with developers that have an interest in redeveloping/developing in the Redevelopment Area.
2. Encourage restaurants to locate in the Redevelopment Areas by informing them of the benefits of the Riverfront Development District program.
3. Continue to offer tax abatement within Economic Revitalization Areas and Economic Development Target Areas to potential developers and owners to upgrade those areas, retain or create jobs, and increase the property tax base of the town.
4. Continue to recruit and meet with potential businesses to locate within Highland; and assist and encourage existing businesses with expansion plans.
5. Continue to participate in local and regional organizations, and attend professional meetings and conferences, in order to develop contacts for redevelopment and become informed about issues that may impact future development in Highland.
6. Continue to provide information to the community about the Redevelopment Commission and its activities by providing articles for the Town's newsletter and by updating the website on a timely basis.
7. Continue to participate in the Lake County Housing Task Force to address housing related issues.
8. Continue to apply for funding opportunities whenever possible.
9. Work with local colleges and universities in our redevelopment efforts, especially as they relate to attracting technology and life science businesses to Highland.
10. Continue to seek a source for clerical assistance.

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 ACCOUNTING METHOD: CASH-BASED

BUDGET MASTER FILE
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ACCOUNT MASK: 12-XXX-X-XXXX-XXXXX-XXXXX-XXXX-X

FUND: 094 6 - REDEVELOPMENT G

YR FND F PRJT ACCTB SBACT DEPT L	ORIGINAL	BUDG-AMOUNT	DISBURSED	OPEN CLAIMS	OPEN P.O.'S	BALANCE
12-094-0-0000-11100-11101-0000-0 REDEV GEN COMMISSION SALARI	2,520.00	2,520.00	2,520.00			
12-094-0-0000-11100-11102-0000-0 REDEV GEN SALARIES		2,199.94				2,199.94
12-094-0-0000-11100-11107-0000-0 REDEV GEN REDEV DIRECTOR SA	50,554.00	51,438.52	48,446.89			2,991.64
12-094-0-0000-11100-11116-0000-0 PERSONAL TEMPORARY SERVICES	5,000.00	4,514.00	500.00			4,014.00
12-094-0-0000-11100-11134-0000-0 REDEV GEN RECORDING SECRETA	600.00	616.00	616.00			
12-094-0-0000-11200-11201-0000-0 REDEV GEN FICA & MEDICARE	4,489.00	4,756.67	3,854.64			902.03
12-094-0-0000-11200-11209-0000-0 REDEV GEN PERSY	4,675.00	4,945.76	4,481.28			144.48
12-094-0-0000-11200-11210-0000-0 REDEV G PERP ANNUITY BY EMP	1,517.00	1,613.54	1,453.47			160.07
** ACCTS 10000	69,355.00	72,604.43	61,072.27			10,732.16
12-094-0-0000-20000-20003-0000-0 REDEV GEN MISC SUPPLIES	2,000.00	2,450.00	1,953.71		468.49	27.80
12-094-0-0000-31000-31001-0000-0 REDEV GEN LEGAL FEES	12,000.00	18,025.00	14,671.37		2,612.50	741.13
12-094-0-0000-31000-31003-0000-0 REDEV GEN CONSULTANT FEES	11,500.00	13,400.00	8,245.10		4,654.90	500.00
12-094-0-0000-31000-31004-0000-0 REDEV GEN TUITION/DEVELOPME	2,949.00	1,449.00	683.62		139.67	625.71
12-094-0-0000-32000-32001-0000-0 REDEV GEN POSTAGE	1,000.00					
12-094-0-0000-32000-32002-0000-0 REDEV GEN TRAVEL EXPENSES	4,000.00	2,700.00	1,494.67		706.96	498.37

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 ACCOUNTING METHOD: CASH-BASED

BUDGET MASTER FILE
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ACCOUNT MASK: 12-XXX-X-XXXX-XXXXX-XXXXX-XXXX-X

FUND: 094 6 - REDEVELOPMENT G

YR FND F PRJT ACCTB SBACT DEPT L	ORIGINAL	BUDG-AMOUNT	DISBURSED	OPEN CLAIMS	OPEN P.O.'S	BALANCE
12-094-0-0000-32000-32005-0000-0 REDEV GEN WEB SITE SERVICES	2,000.00	2,093.75	187.50		187.50	1,718.75
12-094-0-0000-33000-33001-0000-0 REDEV GEN LEGAL NOTICES	1,000.00	1,000.00	152.26			847.74
12-094-0-0000-33000-33002-0000-0 REDEV GEN PRINTING	2,000.00	2,109.63	1,260.23			849.40
12-094-0-0000-34000-34001-0000-0 REDEV GEN BOND PREMIUM	250.00	250.00	220.00			30.00
12-094-0-0000-34000-34023-0000-0 REDEV GEN MEDICAL/DENTAL PR	14,572.00	15,103.00	14,775.08			327.92
12-094-0-0000-34000-34043-0000-0 REDEV GEN LIFE INSURANCE PR	150.00	150.00	109.08			40.92
12-094-0-0000-35000-35008-0000-0 UTILITY SERVICE 2605 CONDI	120.00	120.00	91.06		8.05	20.89
12-094-0-0000-39000-39001-0000-0 REDEV GEN SUBSCRIPTIONS & D	4,000.00	4,330.00	3,581.55		225.00	523.45
12-094-0-0000-39000-39003-0000-0 REDEV GEN PUBLIC RELATIONS	4,801.00	4,401.00	764.17			3,636.83
12-094-0-0000-39000-39004-0000-0 KIOSK DESIGN	2,500.00	2,500.00	397.50			2,102.50
12-094-0-0000-39000-39020-0000-0 INFO & COMM TECH SERVICE	10,000.00	10,000.00	8,889.00			1,111.00
12-094-0-0000-39100-39100-0000-0 REDEV GEN MISC TAXES						
** ACCTB 30000	72,842.00	77,631.38	55,522.19		8,534.58	13,574.61
** FND/F 94-0	144,197.00	152,685.81	119,348.17		9,003.07	24,334.57

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 ACCOUNTING METHOD: CASH-BASED

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ACCOUNT MASK: 12-XXX-X-XXXX-XXXXX-XXXXX-XXXX-X

FUND: 096 0 - REDEV CAPITAL

YR FND F PRJT ACCTB SBACT DEPT L	ORIGINAL	BUDG-AMOUNT	DISBURSED	OPEN CLAIMS	OPEN P.O.'S	BALANCE
12-096-0-0000-31000-31005-0000-0 REDEV CAP ENGR & ARCHITECTS	8,100.00	8,100.00				8,100.00
12-096-0-0000-31000-31006-0000-0 REDEV CAP BOND SALE PROF SV	15,000.00	15,000.00				15,000.00
12-096-0-0000-31000-31007-0000-0 REDEV CAP MAINTENANCE/REPAI	2,200.00	2,200.00				2,200.00
12-096-0-0000-31000-31008-0000-0 REDEV CAP TREE REPLACEMENT	800.00	800.00				800.00
12-096-0-0000-34000-34002-0000-0 EDD LOAN PROGRAM	200,000.00	200,000.00	6,137.93			193,862.07
** ACCTB 30000	226,100.00	226,100.00	6,137.93			219,962.07
12-096-0-0000-40000-40000-0000-0 REDEV CAP OPTION TO PURCHAS	92,191.00	92,191.00				92,191.00
12-096-0-0000-40000-40001-0000-0 REDEV CAP PURCHASE REAL EST	24,000.00	24,000.00				24,000.00
12-096-0-0000-42000-42001-0000-0 REDEV CAP WAYFINDING SIGNS	24,000.00	24,000.00				24,000.00
12-096-0-0000-42000-42002-0000-0 REDEV CAP DECORATIVE LIGHTI	33,809.00	33,809.00				33,809.00
12-096-0-0000-43000-43006-0000-0 REDEV CAP WI-FI EQPT PURCHA		938.00	938.00			
** ACCTB 40000	174,000.00	174,938.00	938.00			174,000.00
** FND/F 96-0	400,100.00	401,038.00	7,075.93			393,962.07

F9-3-2 ACCT0311-12/31/12-16:57
 ACCOUNTING METHOD: CASH-BASED

BUDGET MASTER FILE
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ACCOUNT MASK: 12-XXX-X-XXXX-XXXXX-XXXXX-XXXX-X

FUND: 097 0 - REDEV BOND & IN

YR FND F PRJT ACCTB SBACT DEPT L	ORIGINAL	BUDG-AMOUNT	DISBURSED	OPEN CLAIMS	OPEN P.O.'S	BALANCE
12-097-0-0000-39000-39011-0000-0 REDEV BD PAYMENT OF PRINCIP	175,000.00	175,000.00	175,000.00			
12-097-0-0000-39000-39012-0000-0 REDEV BD PAYMENT OF INTERES	62,016.00	62,016.00	62,015.65			.35
12-097-0-0000-39000-39013-0000-0 REDEV PAYING AGENT FEE	400.00	400.00	400.00			
** FND/F 97-0	237,416.00	237,416.00	237,415.65			.35