

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
WEDNESDAY, June 22, 2016**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Wednesday, June 22, 2016 at 6:08 PM in the Upper Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Greg Kuzmar called the meeting to order. Minutes were prepared by Lance Ryskamp, Redevelopment Commission Assistant.

ROLL CALL: Commissioners present included Greg Kuzmar, Bill Leep, Ed Dabrowski, Dominic Noce and Kathy DeGuilio-Fox. Also in attendance were Attorney Carol Green-Fraley, and Redevelopment Commission Assistant Lance Ryskamp. Redevelopment Director Cecile Petro was absent, due to illness.

General Substance of the Discussion

Agenda Review

Commissioners reviewed and discussed the agenda items for the Special Public Meeting.

Discussion on Properties in the Proposed Art & Cultural District Study

The Commissioners discussed properties within the proposed Art & Cultural District. They asked the Redevelopment Commission Assistant if further information was obtained, as to the cost of extending utilities along Condit Street, from Kennedy Avenue west to the bike path. Redevelopment Assistant Ryskamp said there was no new information to date, and the Commissioners asked that follow-up be conducted with Public Works Director John Bach on issues related to such a utility extension.

Implementation Plan- Discussion & Prioritization

The Commission reviewed the items within the Implementation Plan for the Art & Cultural District, drafted by SEH, to begin prioritizing items.

As the Commission reviewed the projects identified by SEH as Projects A-J, it was noted that implementation of Projects B through E (Kennedy Avenue/ Condit Street/Garfield Street/ LaPorte Street extension), ultimately would be dependent on potential funding through the Indiana Department of Transportation (INDOT) and/or the Northwest Indiana Regional Planning Commission (NIRPC). The Commissioners decided that input from Public Works Director John Bach on potential funding would be needed in order to ultimately prioritize these projects. Commissioners also discussed parking within the District.

The Study Session ended at 7:05 PM for the Public Meeting.

HIGHLAND REDEVELOPMENT COMMISSION

June 22, 2016

The Highland Redevelopment Commission (“Commission”, “RC”) met in a Special Public Meeting on June 22, 2016 at 7:05 PM in the Upstairs Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Kuzmar called the meeting to order.

ROLL CALL:

Commissioners present included Greg Kuzmar, Bill Leep, Ed Dabrowski, Dominic Noce and Kathy DeGuilio-Fox. Also in attendance were Attorney Carol Green-Fraley, and Redevelopment Commission Assistant Lance Ryskamp. Redevelopment Director Cecile Petro was absent, due to illness

MINUTES OF PREVIOUS SESSIONS: None

PUBLIC COMMENTS: None

SPECIAL ORDERS: None

COMMUNICATIONS: None

UNFINISHED BUSINESS AND GENERAL ORDERS: None

NEW BUSINESS:

In response to a citizen request, the Commissioners considered the need and type of an additional bicycle rack on Jewett Street. Commissioner Leep made a motion to approve the purchase of one 8 Cap Reading bicycle rack, at a cost of \$595, to be installed on Jewett Street, near Sip Coffee. Commissioner Noce seconded the motion. **Motion passed by unanimous voice vote.**

Commissioner Noce made a motion to approve Resolution #2016-20, *A Resolution of the Highland Redevelopment Commission Ratifying a Contract with ATC for Geotechnical Engineering Exploration for Properties Located at 8618, 8610 & 8612 Kennedy Avenue.*, Commissioner Leep seconded the motion. **Motion carried by unanimous voice vote.**

Commissioner DeGuilio-Fox made a motion to approve Resolution #2016-21, *A Resolution of the Highland Redevelopment Commission to Provide Reimbursement for a Façade Improvement Grant to Abigale Renie for Property Located at 8836 Kennedy Avenue.* Commissioner Dabrowski seconded the motion. It was noted that the façade project had gone over budget, so reimbursement by the Commission would be the “Not to Exceed” figure of \$19,441.59 approved by Resolution 2016-02, approved January 13, 2016. **Motion carried by unanimous voice vote.**

BUSINESS FROM THE COMMISSIONERS: None

NEXT MEETING:

The next public meeting will be held on July 13, 2016, 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 July 27, 2016, at 6:00 PM. The next Highland Main Street meeting will be held on Thursday, July 7, 2016 at 6:30 PM. All meetings will take place in the town hall.

ADJOURNMENT: Commissioner Noce made a motion to adjourn the meeting. Commissioner Dabrowski seconded the motion. **Motion carried by unanimous voice vote to adjourn the meeting at 7:09 PM.**

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION RECONVENED
June 22, 2016**

The Highland Redevelopment Commission (“Commission”, “RC”) reconvened at 7:10 PM in the Upper Conference Room of the Municipal Building at 3333 Ridge Road, Highland, Indiana.

ROLL CALL: Commissioners present included Greg Kuzmar, Bill Leep, Ed Dabrowski, Dominic Noce and Kathy DeGuilio-Fox. Also in attendance were Attorney Carol Green-Fraley, and Redevelopment Commission Assistant Lance Ryskamp. Redevelopment Director Cecile Petro was absent, due to illness.

General Substance of the Study Session

Implementation Plan- Discussion & Prioritization

The Commission continued their review of the items within the Implementation Plan for the Art & Cultural District.

Reviewing the project list, the Commission noted that Projects F, G and H, consisting of such items as wayfinding signage, bike trail improvements, a branding and marketing plan and development of an Arts and Cultural District Committee, were primarily post creation of the district projects. The consensus among the Commissioners was that these types of projects should be lower on the Commission’s priority list.

Commissioners reviewed Project J, consisting of such items as the Town Theatre renovation, strategic property acquisition, and a market assessment, and expressed that these projects should take the highest, short-term priority, in order to help create the Arts and Cultural District.

Study Session ended at 7:50 PM.

RESOLUTION OF THE HIGHLAND REDEVELOPMENT
COMMISSION RATIFYING A CONTRACT WITH ATC FOR
GEOTECHNICAL ENGINEERING EXPLORATION FOR PROPERTIES
LOCATED AT 8618, 8610 & 8612 KENNEDY AVENUE

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

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

WHEREAS, the Highland Redevelopment Commission has requested, received and reviewed two proposals for performing geotechnical engineering exploration services on three properties: 8618, 8610 & 8612 Kennedy Avenue; and

WHEREAS, Morris Architects Planners requested immediate geotechnical engineering services before further architectural services could move forward; and

WHEREAS, the Redevelopment Director is allowed to approve contracts and purchases up to \$20,000.00; and

WHEREAS, the Redevelopment Director approved the lowest most responsive proposal; and

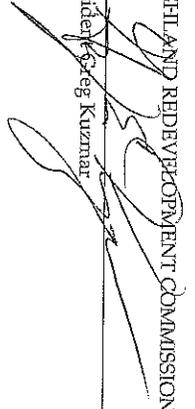
NOW, THEREFORE, be it resolved as follows:

That it is in the best interest of the Town and the Redevelopment Commission to ratify a contract with ATC for geotechnical engineering exploration services.

Adopted and approved at a meeting of the Highland Redevelopment Commission held on the 22nd day of June, 2016.

ATTEST:

Secretary Ed Dabrowski

HIGHLAND REDEVELOPMENT COMMISSION
BY: 
President Greg Kuzmar



2224 Industrial Drive, Suite A
 Highland, IN 46322
 Telephone 219-922-7235
 Fax 219-922-7243
 WWW.ATCGROUP.COM

June 7, 2016

Ms. Cecile LaCombe Petro (email: cpetro@highland.in.gov)
 Director - Redevelopment Commission
 Town of Highland
 3333 Ridge Road
 Highland, Indiana 46322

c/o: Mr. John Morris, Morris Architects and Planners (jcmr@morrisandplanners.com)

RE: Proposal for Geotechnical Engineering Exploration
 Proposed Renovation of Highland Theater
 6815-6818 Kennedy Avenue, Highland, Indiana
 ATC Proposal No. 2016-234G

Dear Ms. Petro:

As requested, ATC Group Services LLC (ATC) is pleased to submit the following proposal for geotechnical engineering exploration for the subject project.

ATC is a nationwide consulting firm specializing in geotechnical engineering, construction materials testing (CMT) and environmental consulting services. Our laboratory is accredited by AIAQL, CCRL, and US Army Corp of Engineers. Please visit our web site at www.atcgroupservices.com for details.

PROJECT INFORMATION

We understand that the Town of Highland has hired Morris Architects and Planners to prepare plans to renovate the existing Highland Theater building at the referenced address in Highland, Indiana. The building was reportedly constructed over 50 years ago and no drawings or any construction information is available. We understand that the building covers about 5,000 sq ft in plan area. Based on the information provided to us, the project will include removal and replacement of the existing north, south and west walls as well as the roof, while maintaining the front of the building.

In the absence of any drawings, several test pits will be excavated around the existing building by the Town of Highland. The purpose of the test pits are to measure the footing sizes at the test pits and observe the subgrade soil to determine its suitability of to support the proposed improvements. In addition, hand augers will be attempted to determine shallow subsurface soil and groundwater conditions at the test pit locations. In addition, two soil borings will be completed near the existing building to obtain deeper subsurface soil and groundwater conditions using conventional drilling. We assume that the Town will obtain authorization from the current land owner for the soil boring located on the south parking lot or other private properties.

PURPOSE

The purpose of the geotechnical exploration is as follows:

- Obtain information regarding the subsurface soil and groundwater conditions encountered at the soil borings and test pit locations. Determine selected engineering characteristics/properties of the subsurface materials encountered during the investigation.
- Provide geotechnical engineering recommendations regarding available soil bearing capacity, anticipated settlements, lateral earth pressures for below-grade walls and other earth-related activities to the project based on the field and laboratory investigation.

Ms. Cecile LaCombe Petro, Town of Highland
 Geotechnical Proposal for Renovation of Highland Theater in Highland, Indiana
 ATC Proposal No. 2016-234G dated June 7, 2016
 Page 2 of 3

SCOPE OF WORK (TEST PITS)

1. ATC will prepare a health and safety plan (HASP) prior to any field activities. An ATC representative will be present to observe the test pits excavated by others. We assume that the field observation will be limited to one regular working day of up to 8 hours.
2. All existing underground features at the pit locations will be identified by others prior to the test pits.
3. ATC representative will observe and record the sizes of the exposed footing depth, thickness and width (if possible) at each test pit location.
4. Hand auger soil borings will be performed at the test pits to determine the subsurface soil and groundwater conditions. Representative auger samples will be collected for laboratory analysis. Please note that the depth of the hand augers cannot be determined ahead of time with certainty as it depends on the surface obstruction, soil type, consistencies and groundwater conditions. We assume that the borings will not be required to penetrate concrete or other hard obstructions. We plan to extend the hand augers to about 6 to 8 ft below the current grade.
5. ATC representative will visually classify the subgrade soils and perform limited field shear strength tests using a static cone penetrometer (SCP) to determine the suitability to support the proposed improvements at the test locations. Selected samples will be collected for laboratory analysis.

SCOPE OF WORK (SOIL BORINGS)

6. The soil boring locations will be marked at the site after discussing with the client and based on the accessibility. We request an existing topographic survey to estimate ground surface elevations at each boring location. No surveying is included.
7. For the soil borings, IN811, the state utility locator service will be notified to mark existing underground utilities within the public areas. We request that you provide a site plan indicating the location of any site-specific underground structures and utilities. While we will take reasonable precautions to avoid damaging existing facilities, we cannot assume any liability for disruption of services caused by break in utility lines not adequately marked on a site map or in the field. Existing private underground metallic utilities may be marked by a private utility locator service for an additional fee.
8. The subsurface soil and groundwater conditions at the proposed site will be investigated by drilling a total of two (2) soil borings to a depth of 20 ft below the current ground surface, as requested. Based on the drilling schedule, the project will include a total of up to 40 linear ft of drilling. No hard drilling or rock coring is considered in this proposal. While the depths are generally adequate for the type of construction and loading mentioned earlier, it is possible that the depths may need to be revised if poor subsurface conditions are encountered. In such instance, we will contact you prior to any additional drilling.
9. Split- spoon samples (ASTM D 1586) will be obtained at intervals of 2 1/4 ft and 5 ft for laboratory analysis. Standard Penetration Tests (SPT) values will be recorded for each split spoon samples. Groundwater level observations will be made during and immediately after the drilling.
10. All bore holes will be backfilled with the auger cuttings and patched (if applicable). Please note that it is not possible to pack the soil back in the drill holes upon completion so tight that there will be no subsequent subsidence. This proposal does not include repair costs for landscape damage. Excess cuttings (if any) will be distributed at the site.
11. Basic laboratory classification tests on representative soil samples will be included to understand the strength, compressibility and other engineering characteristics of the subsurface materials encountered in the test borings.
12. The results of our field exploration and laboratory tests will be utilized in the formulation of recommendations and will be presented in a written report signed by a registered engineer.



COST ESTIMATE

The fees for the above outlined geotechnical exploration will be as follows:

1. Test pit observation: (1 day of up to 8 hours to observe/record, lab, report) = \$1,500.00
 2. 2 Soil Borings @ 20 ft, lab tests, geotechnical analysis and report = \$2,750.00
- Total Project Estimate = \$4,250.00

The above fee is based on the following assumptions:

1. The soil borings are readily accessible to a truck-mounted drilling. No site clearing, fence or tree removal to access the boring locations are included in the proposal. The borings will not be required to penetrate thick concrete or other hard or buried obstructions. No rock-coring is included.
2. The above cost does not include permit, additional safety training, stand-by time, traffic control, private locator services, etc. We assume that the field drilling can be completed in one mobilization or drilling crew and equipment during the regular working hours. We anticipate that the drilling and sampling will be completed in one 8-hour day.
3. This proposal does not include assessment or remediation of any environmental conditions present at the site. If apparently impacted materials are encountered during the field testing operation, the drilling will be stopped until the proper course of action is determined.
4. Our estimate covers the work needed to present our findings and recommendations in a report form. If the scope of work changes significantly, we will discuss with you prior to provide any additional work.

TIME ESTIMATE

ATC is prepared to begin work upon receiving written authorization. We are available to observe the test pits excavations scheduled for June 8th or 9th, 2016. Please note, a minimum of forty-eight (48) hours is required by law in order to mark the existing utilities (if any) at the site. Based on our current workload and assuming favorable weather condition, we would be able to submit a report in about 3 to 4 weeks from the date we receive a written authorization.

AUTHORIZATION

ATC's General Terms and Conditions are attached and should be considered a part of this proposal. This proposal/contract and all the terms and conditions herein are subject to credit approval by ATC's Corporate Credit Department. If this proposal is acceptable, please complete the enclosed agreement and return it to us for us to start the project.

We appreciate the opportunity to offer these services and look forward to working with you on this project. If you have any questions, please feel free to contact us at (219) 922-7235.

Respectfully submitted,
 ATC Group Services LLC

Altair Zaman
 Altair (Ari) Zaman, PE
 Senior Project Engineer/Branch Manager
 aalzair.zaman@ATCGAServices.com



CLIENT SERVICES AGREEMENT

This AGREEMENT is made on June 7, 2016, by and between Town of Highland, Redevelopment Director (is employee, officers, directors, subsidiaries, and agents (Client) at 3333 Ridge Road, Highland, Indiana 46922 and ATC GROUP SERVICES LLC, its employees, officers, directors, subsidiaries, and agents (ATC) in Highland, IN.

The parties mutually agree as follows:

DESIGNATED REPRESENTATIVES Except as expressly specified otherwise in writing, the parties designate the following individuals as their authorized representatives to provide approval, direction, and permissions, including changes, and to execute notices or other communications under this agreement at the following addresses:

ATC: Altair Zaman, Branch Manager, ATC Group Services LLC, 2224 Highland Drive, Suite A, Highland, IN 46922
 Client: Ms. Cecilia LaCombe Peira, Town of Highland, 3333 Ridge Road, Highland, Indiana, 46922
 Email: cpeira@highland.in.gov
 Phone: 219-838-1190

PROPOSAL NUMBER & NAME: 2016-234G, June 7, 2016, Proposed Remediation of Highland Theater, Highland, Indiana

1. SERVICES TO BE PERFORMED ATC shall prepare a proposal under a service order for Client. The proposal shall describe the work to be performed (Services), the location (Site), fees and rates to be charged, certain special conditions of performance including equipment, sampling protocols, and necessary reimbursable expenses. ATC will be authorized to proceed with the Services (Service Order), when Client indicates its acceptance by signing the Agreement. This proposal, Service Order, this Agreement, and any attachments pertaining to the Service Order, comprise the Contract Document.
2. ADDITIONAL SERVICES If any additional or different Services are requested by Client, ATC will prepare an existing Service Order, these additional Services shall be performed under the existing Service Order. ATC shall bill Client for appropriate requirements including a separate estimate of fees and Service Charge Order.
3. COMPENSATION Client will pay ATC for Services and expenses in accordance with the Service Order. ATC will submit periodic invoices to Client together with reasonable supporting documentation requested by Client and a final bill upon completion of its Services. Unless otherwise agreed in writing, there shall be no retainage. Payment is due within thirty (30) days regardless of whether Client has been reimbursed by any other party. A copy of any supporting work, without notes and visible the site if possible, shall be provided to Client for all items concerning the suspension of work for nonpayment. Requests for payment shall be made by the client, someone claiming through the client, or by a third party. Client agrees to pay ATC's attorney's fees, and all other costs incurred in collecting past due amounts. ATC may from time to time review its fees and/or other and advise client either by general notification or by specific Service Order.
4. EXPENSES Unless otherwise stated in the Service Order, Client agrees to pay ATC for its reimbursable expenses, in addition to the fees. Reimbursable expenses are expenditures made by ATC in the interest of the Client and in accordance with the schedule of expenses that the Client and ATC will submit a Change Order to Client detailing other reimbursable expenses not outlined in the Service Order, for written authorization prior to billing.
5. INSURANCE ATC agrees that it now carries, and will continue to carry during the performance of any Services under this Agreement, Workers Compensation and Employer's Liability, Commercial General Liability (including Contractual Liability), Commercial Automobile Liability, Professional Liability and Contractor's Pollution Liability insurance coverage. ATC shall advise those covered, as follows:
 a. Workers Compensation (statutory)
 b. Employer's Liability
 c. Commercial General Liability
 d. Contractual Liability
 e. Contract's Pollution Liability
 f. Annual Aggregate
 g. Combined Single Limit
 h. Errors and Omissions / Professional Liability
 i. Each Claim
 j. Annual Aggregate
 k. Contractor's Pollution Liability
 l. Each Claim
 m. Annual Aggregate
 n. Combined Single Limit
 o. Combined Single Limit
 p. Combined Single Limit
 q. Combined Single Limit
 r. Combined Single Limit
 s. Combined Single Limit
 t. Combined Single Limit
 u. Combined Single Limit
 v. Combined Single Limit
 w. Combined Single Limit
 x. Combined Single Limit
 y. Combined Single Limit
 z. Combined Single Limit
6. OBLIGATIONS OF CLIENT Client warrants that all information provided to ATC concerning the required Services is complete and accurate to the best of Client's knowledge. Client agrees to advise ATC prior to the start of the work and to keep ATC advised of any changes or conditions on or near the Site that may affect the work. ATC shall be relieved of any obligation to perform the Services if ATC is relying on the completeness and accuracy of information supplied to it by Client and ATC will not independently verify such information unless otherwise provided in the Service Order. Client shall be solely responsible for and shall indemnify and hold harmless ATC for any costs, expenses or damages incurred by ATC due to Client's failure to follow applicable ATC's and governmental requirements. Client will not hold ATC liable against ATC, and agrees to defend, indemnify and expressly waives any claim any claim or liability for injury or loss that results from failure to properly implement ATC's recommendations.
7. STANDARD OF CARE ATC's Services as defined by the Service Order shall be performed in accordance with generally accepted industry practices and standards, consistent with a level of care and skill ordinarily exercised by a professional person of similar qualifications and experience under similar circumstances at the time the Services are performed. ATC agrees to give ATC written notice within one (1) year of any breach of the standard of care and to provide ATC a reasonable opportunity to cure such breach or default, without the payment of additional fees to ATC, as a condition precedent to any claim for damages.

A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION TO PROVIDE REIMBURSEMENT FOR A FAÇADE IMPROVEMENT GRANT TO MS. ABIGAIL RENIE FOR PROPERTY LOCATED AT 8836 KENNEDY 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 2016 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. Abigail Renie originally applied for a grant totaling \$64,805.31, of which and not to exceed 30% or \$19,441.59, would be reimbursed to them upon completion of the work with approved receipts. This amount was approved with Resolution No. 2016-02 on January 13, 2016 by the Redevelopment Commission. However, upon completion of the work, the actual total was \$398,222.12 and the total to be reimbursed would be the 30% not to exceed amount of \$19,441.59.

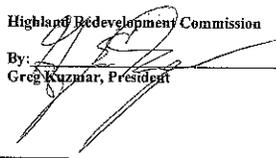
All property taxes must be paid and up to date and there shall be no liens against the property.

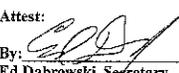
NOW, THEREFORE, BE IT RESOLVED by the Highland Redevelopment Commission as follows:

1. That the Commission finds and determines that it will be of public utility and benefit to approve reimbursement to Ms. Abigail Renie for a Façade Improvement Grant for property located at 8836 Kennedy Avenue.
2. The original project cost applied for was \$64,805.31, while the actual project cost was \$98,222.12.
3. That the Commission will provide up to and not to exceed reimbursement of **\$19,441.59**, based upon an original project cost of \$64,805.31.
4. 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.
5. 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 22nd day of June 2016.

Highland Redevelopment Commission

By: 
Greg Kuzmar, President

Attest:
By: 
Ed Dabrowski, Secretary



329 N Main Street
Kokomo, IN 46901

Invoice

Date	Invoice #
11/23/2015	28437

BILL TO

Manitou Holdings Group
2530 Wolfpoint Drive
Rochester, IN 46975
Attn: Henry Gehrich

DESCRIPTION	DATE	AMOUNT
	11/23/2015	3415739
Farm Bureau Documents 8836 Kennedy Ave., Highland, IN Billing #1		
Work Orders dated:		
11/18/15	1,360.00	1,360.00
11/18/15	2,465.00	2,465.00
11/22/15	1,020.00	1,020.00

MANTOU HOLDINGS GROUP, LLC
2530 WOLFPOINT DR.
ROCHESTER, IN 46975

DATE: 12-31-15

PAY TO THE ORDER OF: Fortune Companies

FOR DEPOSIT ONLY

Community FIRST

MEMO: 11-26437

⑆09494407⑆ 50 071 91⑆ 1859

Phone #	Fax #
765-457-1700	765-452-7998

Subtotal	\$4,845.00
Sales Tax (0.0%)	\$0.00
Payments/Credits	\$0.00



329 N Main Street
Kokomo, IN 46901

Invoice

Date	Invoice #
12/10/2015	28448

BILL TO

Manitou Holdings Group
2530 Wolfpoint Drive
Rochester, IN 46975
Attn: Henry Gehrich

DESCRIPTION	DATE	AMOUNT
	12/10/2015	341539
Farm Bureau Documents Billing #2 Work Orders Dated 12/1/15		
		1,020.00
		1,020.00

MANTOU HOLDINGS GROUP, LLC
2530 WOLFPOINT DR.
ROCHESTER, IN 46975

DATE: 12-31-15

PAY TO THE ORDER OF: Fortune Companies

FOR DEPOSIT ONLY

Community FIRST

MEMO: 26448

⑆09494407⑆ 50 071 91⑆ 1860

Phone #	Fax #
765-457-1700	765-452-7998

Subtotal	\$1,020.00
Sales Tax (7.0%)	\$0.00
Payments/Credits	\$0.00
Balance Due	\$1,020.00

ENGINEER ASSOCIATES, Inc.

Since 1990

645 Main Street, Suite 201
Tell City, Indiana 47586

(812) 547-1100
e-mail: klsimpson@comcast.net

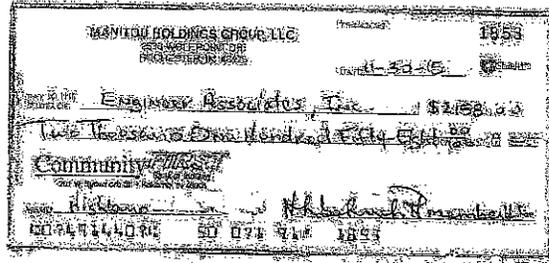
Kenneth Leo Simpson, P.E.
P.E. License in Indiana & Kentucky

→ 2700 a

November 28, 2015

Harry Gehrich
2530 Wolf Point Drive
Rochester, IN 46975

Re: Farm Bureau Renovation
8836 Kennedy Avenue
Highland, IN



INVOICE

For engineering services performed, during the period November 18, 2015 through November 28, 2015 to review, modify, prepare the ComCheck, submit to the State of Indiana and associated services for the referenced project. The State Fee was \$158.00.

State Release Fee	\$ 158.00
Engineering Services	\$2,000.00
Please remit	\$2,158.00

Net due upon receipt

ENGINEER ASSOCIATES, Inc.

Since 1990

645 Main Street, Suite 201
Tell City, Indiana 47586

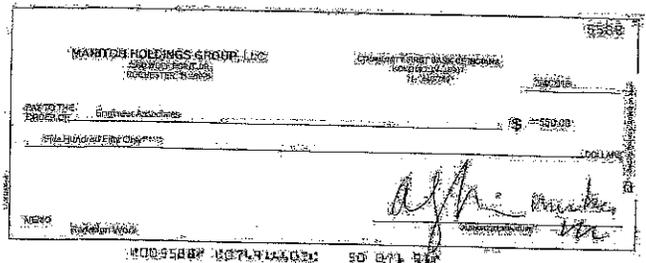
(812) 547-1100
e-mail: klsimpson@comcast.net

Kenneth Leo Simpson, P.E.
P.E. License in Indiana & Kentucky

January 8, 2016

Abby Ranie
Harry Gehrich
2530 Wolf Point Drive
Rochester, IN 46975

Re: Farm Bureau Renovation
Revise drawings for Town
8836 Kennedy Avenue
Highland, IN



INVOICE

For engineering services performed, during the period January 4, 2016 through January 8, 2016 to review and modify the drawings to come into compliance with the Town of Highland's directives. As quoted, \$550.00.

Please remit	\$550.00
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Net due upon receipt

MANITOU HOLDINGS GROUP, LLC
 3836 KENNEDY AVENUE
 HIGHLAND, IN 46033

1872

Community
 50 071 948 1885

South wall

MANITOU HOLDINGS GROUP, LLC
 3836 KENNEDY AVENUE
 HIGHLAND, IN 46033

1872

Community
 50 071 948 1885

South wall

https://www.myebankings.com/CFB/index/Consumer/ViewImage.aspx

6/6/2016 2:30 PM

6/6/2016 2:31 PM

1 of 1

RTS CONSTRUCTION, INC.
 16630 PASTURE DRIVE
 LEMONT, IL 60439

Invoice

Date	Invoice #
3/10/2016	2015-087

Bill To
 Manitou Holdings Group LLC
 3836 KENNEDY AVE.
 HIGHLAND, IN

MANITOU HOLDINGS GROUP, LLC
 3836 KENNEDY AVENUE
 HIGHLAND, IN 46033

1872

Community
 50 071 948 1885

east wall

https://www.myebankings.com/CFB/index/Consumer/ViewImage.aspx

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P.O. No.	Terms	Project	Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
			Masonry...	Masonry queen brick (included labor, mason sand, cement type "N", angle iron, wall ties, flashing)	17,910.00				17,910.00	100.00%	100.00%	17,910.00
			Masonry...	Masonry limestone bands as per plan (included labor, mason sand, cement type "N", angle iron, wall ties, flashing)	2,090.00				2,090.00	100.00%	100.00%	2,090.00
			Masonry...	Masonry 4" BLOCKS (included labor, mason sand, cement type "N", angle iron, wall ties, flashing, limestone sills 2 1/4" under the windows and 3" under the doors)				550	1.50			825.00
<p>With the foundation being few feet under the grade level, 4" blocks will be installed. There will be a \$1.50 per block charge. I am not able to give an exact amount as I am not sure how high the concrete guys will come up with foundation. It will be added to the original estimate of \$28000 agreed.</p>												
All work is complete!												
Total											\$20,825.00	
Payments/Credits											-\$15,000.00	
Balance Due											\$5,825.00	

Pd \$5825.00
 #5605



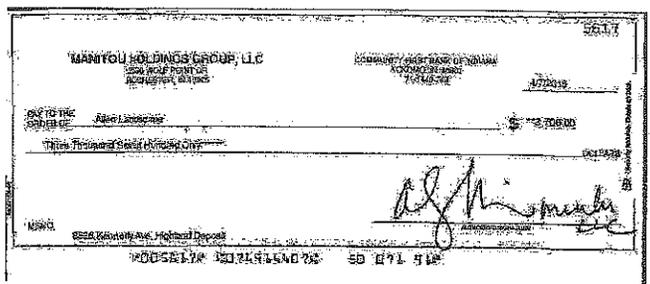
Number: IN000027554
Customer No: 3375
Date: 5/19/2016

Sold To: Lakeshore Realtors, Inc
1535 E 9th
Rochester, In 46975

SHIP To: Lakeshore Realtors, Inc
1535 E 9th
Rochester, In 46975

Your Purchase Order No.: Our Job Number: M16012 & 16074

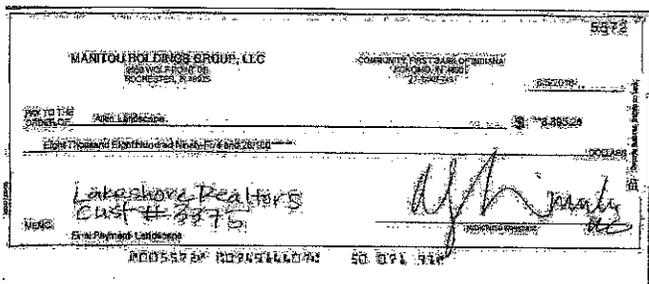
Description/Comments	Quantity	Price	Amount
As per Proposal Dated April 2, 2016 Budgetary Landscape in Farm Bureau Date(s) of Service: April 22, 23 & 28, 2016			
Labor and Equipment	1.00	6,238.27	\$6,238.27
Materials and Supplies	1.00	4,833.09	\$4,833.09
Change Order # 1 - See Attached			
Labor and Equipment	1.00	862.78	\$862.78
Materials and Supplies	1.00	615.00	\$615.00
Change Order # 2 - See Attached			
Labor & Equipment	1.00	148.00	\$148.00
Change Order # 3 - See Attached			
Labor and Equipment	1.00	-266.44	\$(266.44)
Materials and Supplies	1.00	-35.56	\$(35.56)
Change Order # 4 - See Attached			
Materials and Supplies	1.00	42.30	\$42.30
As per Proposal Dated February 24, 2016 Design Service for IN Farm Bureau			
Labor and Equipment	1.00	300.00	\$300.00
Credit for Design Service for IN Farm Bureau			
Labor and Equipment	1.00	-300.00	\$(300.00)
Job Complete			
Thank you for choosing Allen Landscape in Highland!			



Remit To:
ALLEN LANDSCAPE
2539 - 49th Street
Highland, IN 46522
Phone: (219) 924-3938

Subtotal before taxes	\$12,227.44
Total Taxes	\$367.84
Total amount	\$12,595.28
Deposit	3,700.00
Amount due	\$8,895.28

Terms: Payment is due upon receipt of invoice. Accounts not paid in full are subject to a finance charge of 1.25% per month. Late, incomplete or non-payment of an invoice will result in our warranty becoming null and void. Also, if collection is required, reasonable attorney and/or collection fees shall be paid by the client.



SALES PURCHASE AGREEMENT

The Sign Group, Inc. Agreement and Mtg. No. 121415
 Salesman Tom Ely JR
 Telephone No. 317-875-8969

THIS AGREEMENT made between THE SIGN GROUP, Inc., a corporation, herein called SELLER, located at
 6370 W. 84th Street Indianapolis IN 46268 and
 City State Zip Code

BUYER: United Farm Family Mutual Insurance Company d/b/a Indiana Farm Bureau Insurance
 225 South East Street Indianapolis Marion IN 46202
 Street City State Zip Code

AN INDIVIDUAL A PARTNERSHIP A CORPORATION

ADDRESS FOR DELIVERY OR INSTALLATION: # 451 8836 Kennedy Ave Highland IN

1. SALE: Seller shall, to Buyer's special order and specifically for Buyer's use, construct for and sell to Buyer and Buyer shall purchase from Seller, the advertising display(s), herein called Display in accordance with the terms of this Agreement.

INSTALLATION OF DISPLAY IS INCLUDED IN THE TERMS OF THIS AGREEMENT
 IS NOT INCLUDED IN THE TERMS OF THIS AGREEMENT
 NOTE: PERMIT COSTS, UNDERGROUND UTILITY CHECK AND MUNICIPAL INSPECTIONS NOT INCLUDED

2. PRICE AND TERMS:

Signs	\$ 8,595.00
Install	\$ 3,960.00
Price of Display	\$ 12,555.00
Sales Tax	\$ 601.65
Total	\$ 13,156.65
Less Down Payment	\$ 6,578.32
Balance Payable	\$ 6,578.33

3. SPECIFICATIONS: Total number of Displays Two Design No. 1760 A, B
 OVERALL SIZE (approx.) (a) 20"x17.2" (b) (c) (d)

Fabricate and install two sets of reverse channel halo illuminated letters as per drawings. The loop and letters will be painted white with white LED illumination. Price does not include permits or acquisition fees. Primary power will need to be provided by an electrician.

In case of variance between the above specifications and approved design, the latter shall prevail.
 4. IF INSTALLATION OF DISPLAY IS INCLUDED IN THE TERMS OF THIS AGREEMENT, BUYER SHALL PROVIDE SERVICE FEED WIRES OF SUITABLE CAPACITY AND APPROVED TYPE OF LOCATION OF DISPLAY IN ADVANCE OF INSTALLATION DATE.

5. ACCEPTANCE OF AGREEMENT: This Agreement shall not take effect until signed on behalf of Buyer and by an officer of Seller. This Agreement, including Paragraphs 6 through 15 appearing on the back of the page, constitute the entire understanding between the parties. No modification of this Agreement shall be binding on Seller unless approved in writing by an officer of Seller.

ACCEPTED:
 THE SIGN GROUP, Inc. (Seller) BY: [Signature] Title: [Signature]
 BY: [Signature] President Date: [Signature] Title: [Signature] Date: [Signature]

GUARANTEE: For value received, I or we the undersigned, jointly and severally, hereby absolutely and unconditionally guarantee prompt payment by Buyer of all monies due and payable under the foregoing Display Sales Agreement, at the dates and for the purpose herein stated, and the performance of all other undertakings by Buyer as therein provided, including reasonable attorney's fees. As Guarantor(s) it is understood that the obligations herein provided shall be binding upon and enforceable against the heirs, assigns, successors, and personal representative of each of the undersigned. Each undersigned agrees that no notice of acceptance by Seller of this Guarantee shall be required of Seller, waives notice of any default, and consents to any changes or modifications hereafter made by Seller and Buyer.

Date _____ By _____ Guarantor
 Date _____ By _____ Guarantor

1 46304

Print Date 01/26/2016

ROSE BRICK
1631 PIONEER TRAIL
CHESTERTON, IN 46304
01/28/2016
149688
CREDIT CARD
VISA ADJUST SALE
XXXXXXXXXXXXXXXXXXXX
SEC #:
Batch #:
Approval Code:
Entry Method:
Model:
Tax Amount:
Ays Code:
\$1611.55
SALE AMOUNT

ORDER #:
ORDER DATE:
SALES ID:
ORDER PLACED BY:
CUSTOMER P.O.#:
REORDER #:
10902073
01/26/2016
403
B. SMITH
10902073/ ABIGAIL
RE
01/29/2016
TAX EXEMPT #:

VISA 67.61.55 01/26/16 AP-418203
ABIGAIL RENE
2310 WOLF POINT DRIVE
ROCHESTER IN 46976
574-835-1143
DRIVING DIRECTIONS
8094 TO KENNEDY AVE S JUST S OF RIDGE RD ABOUT 2 BLKS
JOB ON WEST SIDE SPOT IN PARKING LOT
CARL 574-835-8939

DESCRIPTION/SIZE	U#	UOM	PRICE PER U/M	EXTENDED AMOUNT
BOTH VINTAGE PORT ON	10	EA	360.00/1000	7.113.60

Customer Copy
Please examine this order carefully and report any changes immediately. You are responsible for quantities ordered. No returns allowed without proper authorization.
The above order is subject to applicable sales tax, delivery and special handling charges at time of delivery.
CHANGES ARE NO RETURNS ON BAGGED GOODS OR LOOSE BRICK. ALL APPROVED RETURNS ARE SUBJECT TO A RESTOCKING CHARGE & A RETURN CARRIAGE CHARGE IF PICKED UP BY OUR TRUCK.

Tax	497.95
Total	7.611.55

PAGE 1 OF 1

ROSE BRICK
1631 PIONEER TRAIL
CHESTERTON, IN 46304
01/28/2016
143011
CREDIT CARD
VISA ADJUST SALE
XXXXXXXXXXXXXXXXXXXX
SEC #:
Batch #:
Approval Code:
Entry Method:
Model:
Tax Amount:
Ays Code:
\$4960.64
SALE AMOUNT

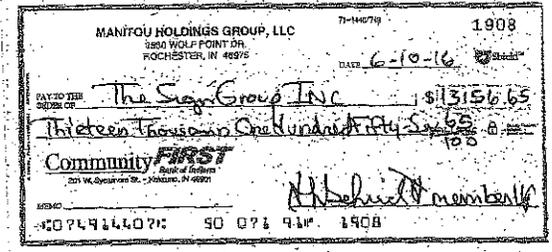
ORDER #:
ORDER DATE:
SALES ID:
ORDER PLACED BY:
CUSTOMER P.O.#:
REORDER #:
10902433
01/28/2016
403
B. SMITH
10902433/ IN
FARM BR
01/29/2016
TAX EXEMPT #:

VISA 64.960.64 01/28/16 AP-418203
ABIGAIL RENE
2310 WOLF POINT DRIVE
ROCHESTER IN 46976
574-835-1143
DRIVING DIRECTIONS
8094 TO KENNEDY AVE S ABOUT 2 BLKS S OF RIDGE RD WEST SIDE
JOB ON WEST SIDE SPOT IN PARKING LOT
CARL 574-835-8939

DESCRIPTION/SIZE	U#	UOM	PRICE PER U/M	EXTENDED AMOUNT
219-929-4108	10	EA	5.607	738.20
	20	EA	10.487	3,138.00
	30	LOD	100.004	601.92
	40	EA	0.997	60.00

Tax	324.52
Total	4,960.64

PAGE 1 OF 1



MANFOU HOLDINGS GROUP, LLC
1650 WOLF POINT DR
ROCHESTER, IN 46976
7-14-1679
1908
DATE 6-10-16
PAY TO THE ORDER OF The Sign Group Inc. \$13,156.65
Thirteen thousand One hundred Fifty Six and 65/100
Community FIRST
201 W. Delaware St., Kokomo, IN 46901
MEMO: 8094

Please examine this order carefully and report any changes immediately. You are responsible for quantities ordered. No returns allowed without proper authorization.
The above order is subject to applicable sales tax, delivery and special handling charges at time of delivery.
CHANGES ARE NO RETURNS ON BAGGED GOODS OR LOOSE BRICK. ALL APPROVED RETURNS ARE SUBJECT TO A RESTOCKING CHARGE & A RETURN CARRIAGE CHARGE IF PICKED UP BY OUR TRUCK.