

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
WEDNESDAY, September 14, 2016**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Wednesday, September 14, 2016 at 6:00 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 Cecile Petro, Redevelopment Director.

ROLL CALL: Commissioners present included Greg Kuzmar, Kathy DeGuilio-Fox, Dominic Noce, Bill Leep, Ed Dabrowski. Also in attendance were Attorney Carol Green-Fraley, Councilman Bernie Zemen, Redevelopment Director Cecile Petro and business person, Mr. Tryzek, from The Hydrant.

General Substance of the Discussion

8630 Kennedy

Mr. Tryzek, owner of The Hydrant, stated that he intends to apply for a Façade Improvement Grant from the Redevelopment Commission. He presented a sample of the brick material that he proposes for two facades on 8630 Kennedy Avenue. Design Standards encourage the use of natural, crisp edged brick. Mr. Tryzek stated that aluminum will top the brick. It will be an earth-toned red. He was encouraged to contact the Building and Inspection Department for guidelines that pertain to signage. The lack of parking in the area was also discussed and Mr. Tryzek was once again informed that past parking pattern will change once Condit Avenue is improved. In the past, angle parking was allowed; however, once Condit Avenue is improved, the amount of right-of-way that exists will probably allow only parallel parking.

8620 Kennedy

The owners have rejected the Commission’s offer to purchase price and have countered. The Commission’s attorney will contact the owner’s attorney and request a copy of the lease and request an affidavit stating the amount the owners have spent in improvements since they purchased the property.

2711 & 2717 Condit

Attorney Green-Fraley stated that she has called the owner of the property several times, but has not received a response. Commissioner Noce will try to contact the owner to discuss a counter offer on the purchase price.

8608 Kennedy

The Director reported that appraisals have not been received to date.

8616-8618 Kennedy--Town Theatre

Phase II, design development, of the architectural plans were presented to the Commission. They reviewed and discussed the updated floor plan and cost of work. Commissioners stated that they were ready to proceed with Phase III, construction blueprints and specifications.

Study Session ended at 7:21 PM for the Public Meeting.

PUBLIC MEETING

September 14, 2016

The Highland Redevelopment Commission (“Commission”, “RC”) met in a Public Meeting on September 14, 2016 at 7:41 PM in the Upstairs Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. President Kuzmar called the meeting to order. Taking minutes for the meeting was Director Petro.

ROLL CALL:

Present on roll call included Redevelopment Commissioners Greg Kuzmar, Ed Dabrowski, Dominic Noce, Bill Leep, and Kathy DeGuilio-Fox. Also in attendance were Attorney Carol Green-Fraley and Director Cecile Petro.

MINUTES OF PREVIOUS SESSIONS:

Commissioner Deguilio-Fox made a motion to approve the minutes as written for the Public Meeting and Study Session of August 10, 2016 and the Study Session of August 24, 2016. Commissioner Leep seconded the motion. **Motion carried by unanimous voice vote.**

PUBLIC COMMENTS: None

SPECIAL ORDERS: None

COMMUNICATIONS: None

UNFINISHED BUSINESS AND GENERAL ORDERS: None

NEW BUSINESS: None

ACTION TO PAY ACCOUNTS PAYABLE VOUCHERS:

Commissioner Dabrowski made a motion to pay account payables as prepared in the amount of \$26,401.24. Commissioner Noce seconded the motion. **Motion carried by unanimous voice vote.**

BUSINESS FROM THE COMMISSIONERS: None

NEXT MEETING:

The next Public Meeting will be held on October 12, 2016, at 7:00 PM. A ribbon-cutting ceremony for the Highland Rookery will take the place of the Study Session at 6:00 PM and the Public Meeting will follow at 7:00 PM. A Study Session may follow the Public meeting, also. The next full Study Session will be held on September 28, at 6:00 PM. The next Highland Main Street meeting will be held on Thursday, October 13, 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 DeGuilio-Fox seconded the motion. **Motion carried by unanimous voice vote to adjourn the meeting at 7:26 PM.**

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION RECONVENED
September 14, 2016**

The Highland Redevelopment Commission ("Commission", "RC") reconvened at 7:31 PM in the Upper Conference Room of the Municipal Building at 3333 Ridge Road, Highland, Indiana.

ROLL CALL: Present on silent roll call included Commissioners: Greg Kuzmar, Dominic Noce, Kathy DeGuilio-Fox, Bill Leep, and Ed Dabrowski. Also in attendance were Attorney Carol Green-Fraley, Councilman Bernie Zemen, and Director Petro.

General Substance of the Study Session

2017 Draft Budget

The Commission one again discussed adding ten (10) additional hours to the Redevelopment Commission Assistant's current thirty hour week which would make this position full-time. After reviewing the past accomplishments and duties of the position, they agreed to request additional hours in the budget process.

Bonding Process

The Director requested information from both the Clerk-Treasurer, Michael Griffin, and the Commission's attorney, Carol Green-Fraley regarding the length of time it takes to complete the typical bonding process. It will take from two to three months.

Properties located near Highway/Ridge/Osborne Streets

Attorney Green-Fraley will research the use of TIF (tax increment financing) from one TIF to another that border in physical proximity, as well as, in public utilities lines that run through both districts.

Retown, a developer, has asked to meet with the Commission again to further discuss senior housing at this site. The next Study Session on September 28, 2016 has tentatively been set for another meeting.

Town Council Ordinance #1627

The Commission briefly reviewed the section of Ordinance #1627 that can be changed by the Redevelopment Commission. No action was proposed at this time. The President asked each member to review for the next meeting.

Study Session ended at 8:36 PM.

GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

Fund 094 Redevelopment General

Dept 0000	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
094-0000-31001	MUNICIPAL WORK-GENERAL FILE	GREEN & KUCHEL, PC	MUNICIPAL WORK-GENERAL FILE	1,062.00	
094-0000-33002	CAR CRUISE BANNERS & SETUP	GREEN & KUCHEL, PC	MUNICIPAL WORK- GENERAL FILE	1,584.00	
094-0000-34023	CAR CRUISE NO PARKING SIGNS	A C GRAPHIX HOUSE INC	CAR CRUISE BANNERS & SETUP	429.76	25685
094-0000-35008	HEALTH LIFE	A C GRAPHIX HOUSE INC	CAR CRUISE NO PARKING SIGNS	135.00	25685
094-0000-35008	UTILITIES-8618 KENNEDY-THRU 8/2	TOWN OF HIGHLAND INS FUN	9/16 D/S REDEVELOPMENT HEALTH PREMIUM	1,393.03	
094-0000-35008	STORM-8618 KENNEDY-THRU 8/2/16	TOWN OF HIGHLAND UTILITI	UTILITIES-8618 KENNEDY-THRU 8/23/16	6.64	
094-0000-35008	STORM-2605 CONDIT-THRU 8/2/16	TOWN OF HIGHLAND UTILITI	STORM-8618 KENNEDY-THRU 8/2/16	43.37	
094-0000-35008	STORM-8618 KENNEDY-THRU 9/2/16	TOWN OF HIGHLAND UTILITI	STORM-2605 CONDIT-THRU 8/2/16	40.67	
094-0000-35008	STORM-2605 CONDIT-THRU 9/2/16	TOWN OF HIGHLAND UTILITI	STORM-8618 KENNEDY THRU 9/2/16	10.14	
094-0000-39030	STREET MUSICIAN- 7/23/16	DAVID BLIXT	STORM-2605 CONDIT-THRU 9/2/16	10.14	
094-0000-39030	STREET MUSICIAN-8/6/16	DYNAMIC MUSIC	STREET MUSICIAN- 7/23/16	150.00	
094-0000-39030	STREET MUSICIAN-9/3/16	JOSEPH D KOSTYK	STREET MUSICIAN-8/6/16	150.00	
094-0000-39030	STREET MUSICIAN- 7/16/16	MATTHEW R ALEXANDER	STREET MUSICIAN-9/3/16	150.00	
094-0000-39030	STREET MUSICIAN-7/30/16	MICHELLE JOSEPHINE VELEZ	STREET MARKET MUSICIAN- 7/16/16	150.00	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	PAYROLL ACCOUNT	STREET MUSICIAN- 7/30/16	3,883.39	25600
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	PAYROLL ACCOUNT	8/19PRL D/S TRANSFER REDEVELOPMENT	4,089.15	25702
			9/2PRL D/S TRANSFER REDEVELOPMENT		
				13,477.96	
				13,477.96	

Total For Dept 0000
Total For Fund 094 Redevelopment General

Dept 0000	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
096-0000-31005	TT ARCHITECT/ENGINEER FEES	MORRIS ARCHITECT PLANNER	TT ARCHITECT/ ENGINEER FEES	11,778.90	
096-0000-31007	HVAC REPAIR-2815 JEWETT	ECODGE SYSTEMS	HVAC REPAIR-2815 JEWETT	155.85	
096-0000-31007	HVAC SERVICE-2815 JEWETT	ECODGE SYSTEMS	HVAC SERVICE-2815 JEWETT	65.00	
096-0000-31007	UTILITIES-2812 JEWETT-THRU 8/23	NORTHERN IN PUBLIC SERVI	UTILITIES-2821 JEWETT-THRU 8/23/16	86.47	
096-0000-31007	UTILITIES-8610/8612 KENNEDY-THR	NORTHERN IN PUBLIC SERVI	UTILITIES-8610/8612 KENNEDY THRU 8/23	109.99	
096-0000-31007	UTILITIES-2811 JEWETT-THRU 8/23/16	NORTHERN IN PUBLIC SERVI	UTILITIES-2811 JEWETT-THRU 8/23/16	10.14	
096-0000-31007	STORM-8612 KENNEDY-THRU 8/2/16	TOWN OF HIGHLAND UTILITI	STORM-8612 KENNEDY-THRU 8/2/16	10.14	
096-0000-31007	STORM-8610 KENNEDY-THRU 8/2/16	TOWN OF HIGHLAND UTILITI	STORM-8610 KENNEDY-THRU 8/2/16	10.14	
096-0000-31007	STORM-8612 KENNEDY-THRU 9/2/16	TOWN OF HIGHLAND UTILITI	STORM-8612 KENNEDY-THRU 9/2/16	10.14	
096-0000-31007	STORM-8610 KENNEDY-THRU 9/2/16	TOWN OF HIGHLAND UTILITI	STORM-8610 KENNEDY-THRU 9/2/16	10.14	
096-0000-39019	PURCHASE-2711 & 2717 CONDIT	GREEN & KUCHEL, PC	PURCHASE-2711 & 2717 CONDIT	180.00	
096-0000-39019	PURCHASE 8630 KENNEDY	GREEN & KUCHEL, PC	PURCHASE-8630 KENNEDY	54.00	
096-0000-39019	8620 KENNEDY	GREEN & KUCHEL, PC	8620 KENNEDY	187.15	
096-0000-39019	PURCHASE-2711/2717 CONDIT	GREEN & KUCHEL, PC	PURCHASE- 2711/2717 CONDIT	78.67	
096-0000-39019	PURCHASE OF 8630 KENNEDY	GREEN & KUCHEL, PC	PURCHASE OF 8630 KENNEDY	36.00	
096-0000-39019	PURCHASE-8620 KENNEDY	GREEN & KUCHEL, PC	PURCHASE-8620 KENNEDY	36.00	
				12,923.28	
				12,923.28	

Total For Dept 0000
Total For Fund 096 Redevelopment Capital

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 08/15/2016 - 09/15/2016
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: 07

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

Fund 094 Redevelopment	13,477.96
Fund 096 Redevelopment	12,923.28

Total For All Funds:	26,401.24
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