

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
WEDNESDAY, August 10, 2016**

Members of the Highland Redevelopment Commission ("RC", "Commission") met on Wednesday, August 10, 2016 at 6:12 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, and Ed Dabrowski. Also in attendance were Attorney Carol Green-Fraley, Councilman Bernie Zemen, Redevelopment Director Cecile Petro, and School Town of Highland Commissioner Pat Krull entered at 6:25 PM.

General Substance of the Discussion

Eminent Domain

Commissioners had asked a number of questions regarding eminent domain at the last meeting and directed the attorney to provide answers at this meeting. Attorney Green-Fraley stated that she had tried to put information together, but had difficulty knowing how much information the RC needed because the eminent domain process can be a very lengthy, the process can vary greatly, and there are many unknowns. Several Commissioners requested a written document that outlines the steps for eminent domain, a timeline or flow chart showing the process, and disclaimers on areas that can vary greatly.

8620 Kennedy and 2711 & 2717 Condit

Attorney Green-Fraley will contact the owners and ask for a reply within thirty days. The letters will be sent certified with a return receipt.

8630 Kennedy

Attorney Green-Fraley will contact the real estate agent for the property and request a copy of the sale's contract.

Study Session ended at 7:40 PM for the Public Meeting.

**HIGHLAND REDEVELOPMENT COMMISSION
PUBLIC MEETING
August 10, 2016**

The Highland Redevelopment Commission ("Commission", "RC") met in a Public Meeting on August 10, 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, Councilman Bernie Zemen, School Town of Highland Commissioner Pat Krull, and Director Cecile Petro.

MINUTES OF PREVIOUS SESSIONS:

Commissioner Noce made a motion to approve the minutes as written for the Public Meeting and Study Session of July 13, 2016 and the Study Session of July 27, 2016. Commissioner Deguilio-Fox seconded the motion. **Motion carried by unanimous voice vote.**

PUBLIC COMMENTS: None

SPECIAL ORDERS: None

COMMUNICATIONS: None

UNFINISHED BUSINESS AND GENERAL ORDERS: None

NEW BUSINESS:

Commissioner DeGuilio-Fox made a motion to approve Resolution 2016-22, *A Resolution of the Highland Redevelopment Commission Ratifying the Purchase of a Bicycle Rack for the Downtown*. Commissioner Leep seconded the motion. **Motion passed by unanimous voice vote.**

Commissioner Dabrowski made a motion to approve Resolution 2016-23, *A Resolution Expressing the Interest of the Redevelopment Commission in Optioning and/or Making a Purchase of Real Property Located at 8608 Kennedy Avenue and Authorizing Appraisals on this Property, Pursuant to IC 36-7-14-12.2(A)(1) and IC 36-7-14-12.2(A)(12)*. **Motion passed by unanimous voice vote.**

Commissioner Dabrowski made a *motion to add a resolution authorizing the sale of personal property obtained from real estate purchases to the agenda*. Commissioner DeGuilio-Fox seconded the motion. **Motion carried by unanimous voice vote.**

Commissioner Dabrowski made a motion to approve Resolution 2016-24-A, *A Resolution of the Highland Redevelopment Commission Authorizing the Sale of Personal Property Obtained from Real Estate Purchases*. Commissioner Leep seconded the motion. **Motion passed by unanimous voice vote.**

ACTION TO PAY ACCOUNTS PAYABLE VOUCHERS:

Commissioner Dabrowski made a motion to pay account payables as prepared in the amount of \$156,659.58. Commissioner Leep seconded the motion. **Motion carried by unanimous voice vote.**

BUSINESS FROM THE COMMISSIONERS: None

NEXT MEETING:

The next Public Meeting will be held on September 14, 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 August 27, 2016, at 6:00 PM. The next Highland Main Street meeting will be held on Thursday, September 1, 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 Leep seconded the motion. **Motion carried by unanimous voice vote to adjourn the meeting at 7:47 PM.**
HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION RECONVENED
August 10, 2016

The Highland Redevelopment Commission ("Commission", "RC") reconvened at 7:49 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

8616 Kennedy Avenue

President Kuzmar reported that progress on the Town Theatre is on schedule. The Development Design (Phase II) will take one extra week; however the Construction Design (Phase III) will take one less week, if Commission review and approval is received in a timely manner. Once the bids are received (completing Phase III), then the Town Council will either approve or not approve going forward with construction. Commissioners also requested information on bonding, such as how long it will take for the process, the terms, amount of funds requested, and etc.

Town Council Ordinance #1627

The Commission will take up this issue at a later date.

Downtown Housing Study

The Commission will take up this issue at a later date.

2017 Preliminary Budget

The Director announced that she would like to increase the number of hours of the Redevelopment Commission Assistant. Commissioners asked for a list of present and additional duties that will be performed by the Assistant. The budget will be discussed at the next meeting.

Study Session ended at 8:40 PM.

RESOLUTION NO. 2016-22

RESOLUTION OF THE HIGHLAND REDEVELOPMENT
COMMISSION RATIFYING THE PURCHASE OF A BICYCLE RACK
FOR THE DOWNTOWN

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 make purchases to improve the town by statute; and

WHEREAS, the Highland Redevelopment Commission has reviewed numerous types of bicycle racks; and

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

WHEREAS, the Redevelopment Director approved the purchase of the lowest priced yet adequate bicycle rack for the area; and

NOW, THEREFORE, be it resolved as follows:

That it is in the best interest of the Town and the Redevelopment Commission to ratify the purchase of a bicycle rack for the downtown.

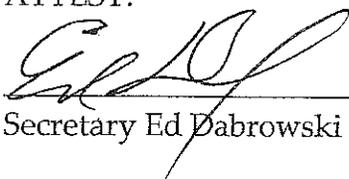
Adopted and approved at a meeting of the Highland Redevelopment Commission held on the 10th day of August, 2016.

HIGHLAND REDEVELOPMENT COMMISSION

BY: 

President Greg Kuzmar

ATTEST:



Secretary Ed Dabrowski

**REDEVELOPMENT COMMISSION
TOWN OF HIGHLAND
RESOLUTION NO. 2016-23**

**A RESOLUTION EXPRESSING THE INTEREST OF THE REDEVELOPMENT
COMMISSION IN OPTIONING AND/OR MAKING A PURCHASE OF REAL
PROPERTY LOCATED AT 8608 KENNEDY AVENUE AND AUTHORIZING
APPRAISALS ON THIS PROPERTY, PURSUANT TO
IC 36-7-14-12.2(A) (1) AND IC 36-7-14-12.2(A)(12)**

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

Whereas, the Commission is interested in optioning and/or acquiring certain real estate, legally described as:

HIGHLAND N. 25 FT. OF S. 175 FT. OF E. 125 FT. OF BL. 12 in the Town of Highland, Lake County, Indiana, more commonly known as 8620 Kennedy Avenue (parcel #45-07-21-327-017.000-026); and

Whereas, Pursuant to IC 36-7-14-12.2(a)(1), the Commission shall pass a resolution to the effect that it is interested in optioning and/or making a purchase of specified land and structure and shall appoint two (2) appraisers to appraise the market value of the land and structure; and

Whereas, The Commission will engage appraisal services of trained and licensed brokers under IC 36-7-14-12.2(a)(12) to appraise the fair market value of the property located at 8608 Kennedy Avenue not to exceed \$700.00 per appraisal; and

Whereas, The Commission now desires to express its interest to option and/or purchase said real properties and to approve appraisals for the properties.

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

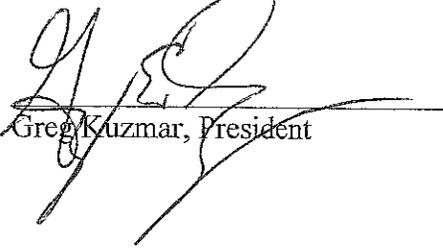
Section 1. That the Commission hereby expresses its interest to option and/or purchase real property located at 8608 Kennedy Avenue pursuant to IC 36-7-14-12.2(a)(1);

Section 2. That the Commission hereby authorizes the appraisals for real property located at 8608 Kennedy Avenue.

Section 3. That the Municipal Fiscal Officer is hereby authorized to expend Commission funds to pay for said appraisals.

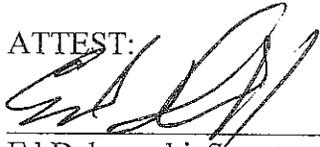
Duly, Passed and Adopted by the Redevelopment Commission of the Town of Highland, Lake County, Indiana this 10th day of August 2016 having passed by a vote of 5 in favor and 0 opposed.

Town of Highland
Redevelopment Commission



Greg Kuzmar, President

ATTEST:



Ed Dabrowski, Secretary

RESOLUTION NO. 2016-24--A

RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION
AUTHORIZING THE SALE OF PERSONAL PROPERTY OBTAINED FROM
REAL ESTATE PURCHASES

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 sell property acquired by the town by statute; and

WHEREAS, the Highland Redevelopment Commission has accumulated numerous items of personal property acquired by the town through purchases of real estate; and

WHEREAS, the Redevelopment Director has endeavored to ascertain the value of the personal property; and

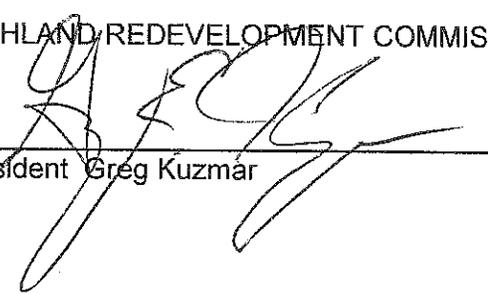
WHEREAS, the Redevelopment Director has ascertained that the personal property has salvage value only; and

NOW, THEREFORE, be it resolved as follows:

That it is in the best interest of the Town of Highland and the Redevelopment Commission to sell the personal property obtained from real estate purchases at salvage value; or otherwise dispose of said personal property in an appropriate manner;

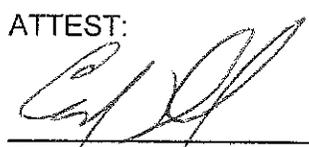
Adopted and approved at a meeting of the Highland Redevelopment Commission held on the 10th day of August, 2016.

HIGHLAND REDEVELOPMENT COMMISSION

BY: 

President Greg Kuzmar

ATTEST:



Secretary Ed Dabrowski

GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 094 Redevelopment General					
Dept 0000	General				
094-0000-20004	PURCHASE OF BICYCLE RACK	PICNIC FURNITURE INC	PURCHASE OF BICYCLE RACK	440.00	
094-0000-31003	FINANCIAL CONSULTING FOR 2016	SHORT-ELLIOTT-HENDRICKSO	FINANCIAL CONSULTING FOR 2016	185.00	
094-0000-31004	REIMBURSEMENT-WEBNAR FEE	CECILE PETRO (R)	REIMBURSEMENT-WEBNAR FEE	49.00	
094-0000-31004	MEMBERSHIP LUNCH TICKETS-JULY	HIGHLAND CHAMBER OF COMM	MEMBERSHIP LUNCH TICKETS- JULY	30.00	
094-0000-32002	TRAVEL FOR APRIL	CECILE PETRO (R)	TRAVEL FOR APRIL, MAY & JUNE 2016	198.96	
094-0000-34023	HEALTH	TOWN OF HIGHLAND INS FUN	8/16 D/S REDEVELOPMENT HEALTH PREMIUM	1,393.03	
094-0000-34043	LIFE	TOWN OF HIGHLAND INS FUN	8/16 D/S REDEVELOPMENT HEALTH PREMIUM	6.64	
094-0000-35008	UTILITIES-8618 KENNEDY-THRU 6/1	TOWN OF HIGHLAND UTILITI	UTILITIES-8618 KENNEDY-THRU 6/13/16	78.33	25446
094-0000-35008	UTILITIES-2605 CONDIT-THRU 6/13	TOWN OF HIGHLAND UTILITI	UTILITIES-2605 CONDIT-THRU 6/13/16	19.53	25446
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	PAYROLL ACCOUNT	7/22PRL D/S TRANSFER REDEVELOPMENT	4,335.80	25449
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	PAYROLL ACCOUNT	8/5PRL D/S TRANSFER REDEVELOPMENT	4,098.59	25574
Total For Dept 0000				10,834.88	
Total For Fund 094 Redevelopment General				10,834.88	

Fund 096 Redevelopment Capital					
Dept 0000	Capital				
096-0000-31005	TOWN THEATRE FOOTINGS	ATC ASSOCIATES	TOWN THEATRE FOOTINGS	4,250.00	
096-0000-31005	TT ARCHITECT/ENGINEER FEES	MORRIS ARCHITECT PLANNER	TT ARCHITECT/ ENGINEER FEES	17,668.35	
096-0000-31007	UTILITIES-8610 KENNEDY-THRU 6/1	TOWN OF HIGHLAND UTILITI	UTILITIES-8610 KENNEDY-THRU 6/13/16	20.47	25446
096-0000-31007	UTILITIES-8612 KENNEDY-THRU 6/1	TOWN OF HIGHLAND UTILITI	UTILITIES-8612 KENNEDY-THRU 6/13/16	20.47	25446
096-0000-31007	HVAC SERVICE-2815 JEWETT	ECCOEDGE SYSTEMS	HVAC SERVICE-2815 JEWETT	65.00	
096-0000-31007	UTILITIES-2821 JEWETT-THRU 7/28	NORTHERN IN PUBLIC SERVI	UTILITIES-2821 JEWETT-THRU 7/28/16	22.26	
096-0000-31007	UTILITIES-2811 JEWETT-THRU 7/22	NORTHERN IN PUBLIC SERVI	UTILITIES-2811 JEWETT-THRU 7/22/16	111.76	
096-0000-31007	UTILITIES-8610/8612 KENNEDY-THR	NORTHERN IN PUBLIC SERVI	UTILITIES-8610/8612 KENNEDY-THRU 7/2	132.64	
096-0000-39025	APPRAISAL-8620 KENNEDY	RICHARD WEISS COMPANY, I	APPRAISAL- 8620 KENNEDY	500.00	
Total For Dept 0000				22,790.95	
Total For Fund 096 Redevelopment Capital				22,790.95	

Fund-101-REDEVELOPMENT-BND-&INT-NON-EXEMPT					
Dept 0000	BND-&INT-NON-EXEMPT				
101-0000-39011	REDEV BD PAYMENT OF PRINCIPAL	THE HUNTINGTON NATIONAL	REDEVELOPMENT BOND 2014	105,000.00	999191
101-0000-39012	REDEV BD PAYMENT OF INTEREST	THE HUNTINGTON NATIONAL	REDEVELOPMENT BOND 2014	18,033.75	999191
Total For Dept 0000				123,033.75	
Total For Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT				123,033.75	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 07/18/2016 - 08/11/2016
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 094 Redevelopment	10,834.88	
			Fund 096 Redevelopment	22,790.95	
			Fund 101 REDEVELOPMENT	123,033.75	
			Total For All Funds:	<u>156,659.58</u>	