

HIGHLAND MAIN STREET BUREAU

3333 Ridge Road

Highland, Indiana 46322

ANNUAL REPORT

2011

January 20, 2012



2011 Annual Report

Greetings Main Street Communities!

You will find in the following pages the 2011 Indiana Main Street Annual Report. This report has been modified from previous years to hopefully make it easier to understand and fill out. This report will reflect information from January 1, 2011 – December 31, 2011

PLEASE READ CAREFULLY, THE DOCUMENT HAS CHANGED SINCE 2009.

Directions to filling out the report:

1. This report may be filled out electronically or hand written (an electronic copy will also be sent).
2. The report is due **no later than 4:00pm EST business on January 23, 2012.**
3. All attachments should be **CLEARLY** indicated and marked. If you are emailing the document and attachments make sure the files are not too large to send and that they are labeled.
4. Be as complete as possible. If you do not have the exact figures, use a conservative approximation, but be as specific as possible.
5. If you have questions as you go through the report, please do not hesitate in calling me at 317-232-8910 or email skmicikewycz@ocra.in.gov.

All samples that we receive from communities will be kept on file so if any other community wishes to see sample documents, we will have a library of those. So please send all attachments and documents so we can build up the library!

Why is this report important?

1. Verifiable improvement gives your local program credibility to investors and municipal leaders. You can show how valuable your program is to the community.
2. Accurate monitoring tracks the effectiveness of specific strategies.
3. Documenting the outcomes helps to justify and reward the personal efforts required.
4. The information can be used to promote the program through the news media.
5. This information you provide is essential for evaluating the success of local, state, and national programs and in planning for future commercial district revitalization efforts and funding.
6. **YOU MUST FILL OUT REPORTING TO MAINTAIN YOUR STATUS AS AN INDIANA MAIN STREET COMMUNITY.**





2011 ANNUAL REPORT
ESTABLISHED MAIN STREET COMMUNITY AFTER JANUARY 1, 2010
DUE JANUARY 23, 2012

Please type or print clearly

CONTACT INFORMATION

County: Lake County
City/Town: Highland
Organization: Highland Main Street Bureau (HMS)
Contact Person: Cecile L. Petro
Mailing Address: 3333 Ridge Road Highland, IN 46322
Website: highland.in.gov Email: cpetro@highland.in.gov
Telephone: 219-972-7598 Fax: 219-972-5097

- 1. Do you have a staff person? YES OR NO Redevelopment Director staffs HMS
a. Name and contact information if different than contact above:

- 2. How many Board Members do you have? 13

- 3. Please attach current list of Board members. ATTACHMENT A

- 4. Is your organization a 501(c)3 _____ ; 501(c)6 _____ Neither X ID# _____

a. If no, would you like more information on how to become a 501 (c) 3 or (c) 6? YES OR NO

- 5. Do you have Committees? YES OR NO

a. If No, please explain why.

b. If Yes, please list the Committees and members on each.

Committees should be similar to the four points: Design, Economic Restructuring, Promotions, and Organization. If you have additional Committees, please add those.

Promotion: Arts & Music # 9 #

Promotion: Social Media # 1 #

- 6. Please attach one (1) set of minutes for each of your Committees and 1 Board Meeting. ATTACHMENT B

- 7. Please attach one (1) agenda for each of your Committees and 1 Board Meeting. ATTACHMENT C

- 8. Do you have a Mission Statement and/or Vision Statement? YES OR NO
a. If yes, please include below.

The mission of HMS is to promote growth, development, and stability in our downtown and to utilize public/private partnerships to achieve those goals.

9. Does your organization have 2012 Work Plans for the Board and Committees? **YES** OR **NO**
 - a. **If yes, please attach those plans as ATTACHMENT D.**
 - b. If no, would your organization like to learn how to do Work Plans? **YES** OR **NO**

10. Please list three important accomplishments for the organization in 2011.
 - a. First two Pop-Up Galleries held in Highland.
 - b. Recommended first Façade Improvement Grant to Redevelopment Commission.
 - c. Started an Arts & Music Committee which provided restaurant coupons to high school musicians and organized choral singing at the annual tree lighting program.

11. What have been your greatest challenges for 2011?
 - Attracting a significant number of volunteers
 - Lack of a budget (Redevelopment Commission currently funds programing and projects)
 - Some difficulty in obtaining buy-in with businesses

12. Does your organization have a 2012 budget? **YES** OR **NO**
 - a. **If yes, please include a copy in ATTACHMENT E.**

13. Fill out the excel spreadsheet entitled "Reporting Numbers" that is attached for January through December 31, 2011.

THANK YOU FOR YOUR ASSISTANCE!

Please return your completed Annual report by January 23, 2012 via U.S. mail, email, or fax.

**Indiana Main Street
Indiana Office of Community and Rural Affairs
One North Capitol, Suite 600
Indianapolis, IN 46204
Attn: Shae Kmicikewycz**

**Email: skmicikewycz@ocra.in.gov
Fax: (317) 233-3597**

PLEASE CALL Shae Kmicikewycz AT (317) 232- 8910 WITH ANY QUESTIONS.

ATTACHMENT CHECKLIST:

Please provide us with a copy of the following materials, if applicable:

- ATTACHMENT A:** Current list of Board members
- ATTACHMENT B:** 1 Board Meeting minutes and 1 set of minutes for each Committee
- ATTACHMENT C:** 1 Board Meeting agenda and 1 set of agenda for each Committee
- ATTACHMENT D:** 2012 Work Plans for Committees and Board
- ATTACHMENT E:** Budget

ATTACHMENT A

HIGHLAND MAIN STREET

BOARD MEMBERS

2011

Highland Main Street Board is made up of Redevelopment Commission members, a liaison from the Town Council, a member of the Economic Development Commission, and an appointment from the Chamber of Commerce, and interested residents. The following were appointed in 2011 by the Town Council:

Interested Residents

Allencia Ballard

George Siemer

Lisa Gibson

Robert Hanrahan

Shirley Frankiewicz

Chamber Appointment

Cindy Rivera

Economic Development Commission Appointment

George VandeWerken

Town Council Liaison

Bernie Zemen

Redevelopment Commission Members

Bridget DeYoung

Dominic Noce

Greg Kuzmar

Michael Maloney

Tom Crowel

ATTACHMENT B

HIGHLAND MAIN STREET (HMS)
Minutes of the January 26, 2011 Meeting
Highland Municipal Building Upper Floor
6:00 PM

Roll Call: Present at the meeting were Tom Crowel, Dominic Noce, Greg Kuzmar, Bridget DeYoung, and Cecile Petro. Larry Vassar entered the meeting during discussion of the Façade Improvement Grant.

Introductions

Introductions were unnecessary. It is expected that four new HMS members will be appointed by the Town Council at their February 14, 2011 meeting.

Future Projects

Cecile explained the concept of a Pop-Up Gallery. She has contacted Mary Luptak at the Chamber and Paul Backe, the owner of a four unit commercial site east of the Walgreens on the corner of Indianapolis Blvd. and Ridge Road. The event has three purposes: 1) to announce a vacant property for lease or sale; 2) to allow business people to network; and 3) to showcase works of art. Cecile will contact Mr. Connelly at Warren Elementary School and other artists in the area who may be interested in displaying art during the two hour event. It is tentatively scheduled for some time in March. By consensus, the HMS approved the project and instructed Cecile to proceed with the event.

Bridget reviewed possible grant programs that may be available to HMS. Some of them may involve working through the school system. By consensus, the HMS instructed Bridget to continue with her efforts.

Greg will contact Universities to see if we can acquire students to do renderings of downtown buildings in order to encourage the owners to redevelop their properties according to the Architectural Design Standards and Guidelines.

Data base Intern

Cecile informed HMS regarding the progress of Morris Sims, our data base development Intern. She reported that he is about 80% complete with the project and soon we will have a data base of all businesses within the HMS area. The data base will be utilized for communication with businesses and to encourage the growth and development of the downtown. The data base

will also have separate fields for the Light Industrial Park and the New Redevelopment Area for the Business Corridors in Highland.

Façade Improvement Grant

HMS reviewed the Façade Grant Program Guidelines as presented by Bridget. Suggestions were made and Bridget will email a revised addition to the HMS. Once everyone has reviewed and commented, Cecile will forward to the Redevelopment Commission attorney for her review.

Adjournment and next meeting date

The meeting adjourned at 6:36 PM. The next HMS meeting will be on February 23, 2011 at 6:00 PM in the upper conference room of the Municipal Building.

Minutes submitted by Cecile Petro, Redevelopment Director

HIGHLAND MAIN STREET

MEETING

March 23, 2011 Minutes

Call to Order

At 6:12 PM, the first formal Highland Main Street (HMS) meeting was called to order by Greg Kuzmar, the Vice-President of the Highland Redevelopment Commission in the Upper Conference Room of the Municipal Building located at 3333 Ridge Road.

Introductions and Roll Call:

Mr. Kuzmar welcomed everyone and asked them to introduce themselves. The following members of the Highland Main Street Board were present: Mike Maloney, Shirley Frankiewicz, Allencia Ballard, Robert Hanrahan, Bridget DeYoung, Lisa Gibbons, Dominic Noce, Greg Kuzmar, and Bernie Zemen. Also present were Luanne Jurczak, Morris Sims, and Cecile Petro. Absent members included Cindy Rivera, George VandeWerken, George Siemer, and Tom Crowel.

Organizational Chart:

Cecile Petro reviewed the organizational chart of the municipal government of Highland.

Review of Draft By-laws:

Draft By-laws of the Highland Main Street were distributed along with proposed changes to reflect the new Board and a copy of the Ordinance #1489, establishing and authorizing a Highland Main Street Bureau. Members are asked to review and email proposed changes to all members before the next meeting on April 27, 2011, in order for a vote to be taken on the new By-laws.

Work Plan:

The Work Plan for Highland Main Street was provided. Cecile explained the two programs that were currently underway through Highland Main Street: 1) the Façade Improvement Grant Program and 2) the Pop-Up Gallery Event.

Façade Improvement Program:

The application for the Façade Improvement Program was distributed. Members were asked to contact from 3 to 4 businesses in the downtown area which includes the boundaries of the first Redevelopment Area. Cecile will email a list of businesses which are included within that area. Those that have personal contacts are encouraged to contact those businesses. Once contacted, Board Members are requested to notify the rest of the Board so that others do not also contact the same business. Currently there are seven (7) businesses that have requested an application. They include the following structures: Apex Construction, Traditions, the former O'Day building, and Fagen-Miller Funeral Home on Highway Avenue; Allen Landscaping on 45th Avenue; a building located on the NE corner of Jewett and Kennedy

Avenues; and a building located on the SE corner of Duluth and Kennedy Avenues. No applications have been returned. Members will ask Bernie Zemen to mention the Façade Improvement Grant on his semi-monthly radio program on WJOB.

Pop-Up Gallery:

Cecile introduced Judith Mayer, a local artist, who explained the Pop-Up Gallery concept and the status of the first event. The concept of a Pop-Up Gallery has three main goals: 1) to help fill vacant properties in our downtown, 2) to provide local artists a venue to display their art, and 3) to encourage networking among Chamber of Commerce members and the public. The event will take place on April 21, 2011 at 4:30 PM to 7:30 PM at 2427 Ridge Road, Suites B & C. Judith will develop a marketing flyer for the event. Three artists, including Judith, will display their art. The owner, Paul Backe, will provide the refreshments and Main Street (through the Redevelopment Commission) will assist with the cost of the paper products and nails for the art work. Cecile will contact the publisher of the Gazebo Gazette and send out information to the press. Judith will place a “pop-up” on the town’s website and Cecile will ask Bernie Zemen to publicize the event on his radio program. Lisa and Cecile will mention the event at the next Chamber meeting. HMS Members are asked to post flyers around town once they become available. Members are also encouraged to be at the event to assist with preparation, to greet guests, and to evaluate the event so that improvements can be made before the next Pop-Up Gallery.

Comments:

Allencia Ballard suggested that we approach the Commercial Realtor for the building and request that she provide the refreshments and publicity to other commercial realtors.

Bridget DeYoung extended an invitation to all members to meet in small groups between meetings. One of the first items of discussion will be to ascertain each person’s skills and interests. This will help to better organize small groups or committees to work on various projects.

Main Street periodicals were available for members to take home and read. These publications could provide ideas for future projects. Copies will also be available at the reception desk of the Town Hall for Members to pick up at their convenience.

Next meeting:

The next full meeting of the Board will be on April 27, 2011 at the Municipal Building at 6:00 PM. Agenda items will include: 1) approval of By-laws, 2) election of officers, 3) review of the first Pop-Up Gallery, 4) review of any Façade Improvement Grant Applications, and 5) Member suggestions and comments.

Minutes respectively submitted by
Cecile L. Petro
Highland Redevelopment Director

HIGHLAND MAIN STREET MEETING

April 27, 2011 Minutes

Call to Order

At 6:08 PM, the first formal Highland Main Street (HMS) meeting was called to order by Tom Crowel, the President of the Highland Redevelopment Commission in the Upper Conference Room of the Municipal Building located at 3333 Ridge Road.

Roll Call:

The following members of the Highland Main Street Board were present: Tom Crowel, Mike Maloney, Shirley Frankiewicz, Allencia Ballard, Cindy Rivera, Bridget DeYoung, Lisa Gibson, Dominic Noce, and Greg Kuzmar. Also present were Luanne Jurczak and Cecile Petro. Absent members included Bernie Zemen, George VandeWerken, George Siemer, and Robert Hanrahan.

Minutes:

Mike Maloney made a motion to accept the minutes of March 23, 2011 as presented. Lisa Gibson seconded the motion. During discussion Lisa noted a spelling error for her name. **Motion passed by voice vote.**

Election of Officers:

Tom Crowel made a motion to elect Bridget DeYoung as President. Lisa Gibson seconded the motion. **Motion carried by voice vote.**

Lisa Gibson made a motion to elect Cindy Rivera as Vice-President. Shirley Frankiewicz seconded the motion. **Motion passed by voice vote.**

Cindy Rivera made a motion to elect Lisa Gibson as Secretary. Shirley Frankiewicz seconded the motion. **Motion carried by voice vote.**

Social Media Committee

In previous meetings, HMS discussed the importance of Social Media in including a broader age range of participation. Allencia Ballard agreed to head up that committee.

By-Laws

Greg Kuzmar made a motion to update the By-Laws of Highland Main Street as presented. Mike Maloney seconded the motion. **Motion passed by voice vote.**

Pop-Up Gallery

Members discussed the first Pop-Up Gallery held on April 21, 2011. It was generally felt that the event was successful and that many of those attending requested information on the next event. The owner of the property also felt that the Pop-Up Gallery provided visibility and an advertising opportunity for his business.

The Art Curator, Judith Mayer, will work with Cecile Petro on an application process for potential artists and Ms. Petro will contact the Commission's attorney to develop a liability document to protect HMS and the town of Highland.

Members discussed the formation of a Pop-Up Gallery Committee to plan future events and to contact potential owners to interest them in holding an event. Those interested in working on the committee included Shirley, Allencia, and Cecile. Other members are encouraged to refer any potential locations to the committee.

Cecile will contact the editor of the *Gazebo Express* to request additional publicity for future events and to publicize the concept to commercial property owners.

Business List and the Façade Improvement Grant program

HMS members will contact business owners they know who are on the Highland Business License List to see if any are interested in the Façade Improvement Grant program, once we have the ability to provide renditions of the buildings. The Redevelopment Commission is working with Purdue University Calumet's Experiential Learning Program to obtain a student(s) to provide renderings of buildings in the downtown area.

Next Meeting

The next meeting is scheduled for May 25, 2011, but may be cancelled by the Redevelopment Commission. If cancelled, the next meeting will be June 22, 2011.

Adjourn

The meeting was adjourned by general consent at 6:55 PM.

Minutes respectively submitted by
Cecile L. Petro
Highland Redevelopment Director

HIGHLAND MAIN STREET MEETING

June 22, 2011 Minutes

Call to Order

At 6:06 PM, the Highland Main Street (HMS) meeting was called to order by President Bridget DeYoung, in the Upper Conference Room of the Municipal Building located at 3333 Ridge Road.

Roll Call:

The following members of the Highland Main Street Board were present: Tom Crowel, Shirley Frankiewicz, Robert Hanrahan, Bridget DeYoung, Lisa Gibson, Dominic Noce, and Greg Kuzmar. Also present were Luanne Jurczak, Cecile Petro, and Hal Slager. Absent members included Bernie Zemen, George VandeWerken, George Siemer, Allencia Ballard, and Cindy Rivera.

Minutes:

Lisa Gibson made a motion to accept the minutes of April 27, 2011 as presented. Shirley Frankiewicz seconded the motion. **Motion passed by voice vote.**

Pop-Up Gallery:

Cecile Petro stated that she is working with a commercial realtor to schedule three Pop-Up Gallery events for the summer. Bridget DeYoung will contact those on the Pop-Up Gallery Subcommittee (Lisa, Shirley, Cindy, and Bridget) to schedule a meeting with our Art Curator, Judith Mayer, to discuss preparations for the events, as soon as the Pop-Up Gallery events are scheduled.

Façade Improvement Grant Program

Members reviewed the first Façade Improvement Grant application. Hal Slager's proposal for his property at 8715-8717 Kennedy Avenue will include removal of the Mansard roof, cleaning and tuck pointing the brick façade, installing awnings, lights, and landscaping. After discussion HMS decided to give preliminary approval of the proposal with final approval pending conformance with the Design Standards and final cost estimates. Robert Hanrahan made a motion to recommend the Façade Improvement Grant application from Mr. Hal Slager for 8715-8717 Kennedy Avenue to the Highland Redevelopment Commission pending Design Standard conformance and final cost estimates. Shirley Frankiewicz seconded the motion. **Motion carried by voice vote.**

Shirley Frankiewicz stated that she has spoken to the owner of *Cakes by Karen* located at 8632 Kennedy Avenue regarding the Façade Improvement Grant. A copy of the application was given to the owner.

Lisa Gibson spoke to the owner of Trufant Insurance located at 8636 Kennedy regarding the Façade Improvement Grant and also gave her an application.

Highland Main Street facebook© page

Discussion of the facebook© page was tabled until next month.

Entrepreneurship Training

Bridget DeYoung proposed a series of trainings for those who are interested in starting a business in Highland. She called for a subcommittee that may be interested in pursuing the matter. Members who are interested are asked to contact Bridget DeYoung.

Next Meeting

The next meeting is scheduled for July 27, 2011 at 6:00 PM.

Adjourn

Robert Hanrahan made a motion to adjourn the meeting. Lisa Gibson seconded the motion. The meeting was adjourned by voice vote 6:57 PM.

Minutes respectively submitted by
Cecile L. Petro
Highland Redevelopment Director

HIGHLAND MAIN STREET

MEETING

July 27, 2011 Minutes

Call to Order

At 6:09 PM, the Highland Main Street (HMS) meeting was called to order by President Bridget DeYoung, in the Upper Conference Room of the Municipal Building located at 3333 Ridge Road. Members interested in the Pop-Up Gallery met at 5:45 PM to discuss publicity for the next event.

Roll Call:

The following members of the Highland Main Street Board were present: Shirley Frankiewicz, Robert Hanrahan, Bridget DeYoung, Dominic Noce, and Greg Kuzmar. Also present were Larry Vassar (substituting for Luanne Jurczak) and Cecile Petro. Absent members included Bernie Zemen, George Siemer, Allencia Ballard, Cindy Rivera, Tom Crowel, Mike Maloney, and Lisa Gibson. George Vande Werken entered at 6:40 PM and at that time a quorum was achieved.

Pop-Up Gallery:

Cecile Petro stated that HMS is on schedule for the next Pop-Up Gallery on August 25, 2011 at 8149 Kennedy Avenue within Plaza Homestead. The need for additional publicity will be necessary to ensure good attendance. Bridget will conduct a conference call among members, if necessary.

No other Gallery events are scheduled at this time.

Façade Improvement Grant Program

New renditions (completed by intern, Sonia Formosa) of 8715 Kennedy Avenue owned by Mr. Hal Slager were distributed. Greg Kuzmar will contact Sonia to see if she can provide a few more updates, including various colors on awnings, additional landscaping features, etc. Members provided various quotes that will be given to the editor of the *Gazebo Gazette* for publication.

Members reviewed the various renderings of the building at 2708 Highway, Les Brothers Restaurant (completed by intern, Andrew Siple). Minor landscaping and other items will be adjusted in future renderings.

After discussion, Members agreed to encourage the owners of 2739 Highway, Traditions Restaurant to complete a Façade Improvement Grant.

Indiana Artisans

The Director provided information on the Indiana Artisans' program. Bridget DeYoung encouraged the Members to look into this program to see if we could interest local entrepreneurs in the Indiana Artisans

program. Rob Hanrahan will contact the staff person for the program, Eric Freeman to find out further information and to see if he will come to Highland to make a presentation to a group of potential entrepreneurs. Bridget DeYoung will explore the possibilities for gathering a group together that wish to learn more about the program.

Facebook©

Allencia Ballard entered the meeting and stayed briefly to drop off information on the HMS facebook© page and the checklist of activities needed to carry out the Pop-Up Gallery event. A group picture was tabled until more Members are present.

Minutes

Rob Hanrahan made a motion to approve the minutes of the June 22, 2011 meeting. Dominic Noce seconded the motion. **Motion carried by a unanimous voice vote.**

Next Meeting

The next meeting is scheduled for August 24, 2011 at 6:00 PM.

Adjourn

Rob Hanrahan made a motion to adjourn the meeting. Dominic Noce seconded the motion. **Motion passed by a unanimous voice vote to adjourn the meeting at 7:48 PM.**

Minutes respectively submitted by
Cecile L. Petro
Highland Redevelopment Director

HIGHLAND MAIN STREET MEETING

August 24, 2011 Minutes

Call to Order

At 6:01 PM, the Highland Main Street (HMS) meeting was called to order by President Bridget DeYoung, in the Upper Conference Room of the Municipal Building located at 3333 Ridge Road.

Roll Call:

The following members of the Highland Main Street Board were present: Shirley Frankiewicz, Robert Hanrahan, Bridget DeYoung, Dominic Noce, Michael Maloney, Lisa Gibson, George Vande Werken, and Cecile Petro. Absent members included Bernie Zemen, Greg Kuzmar, George Siemer, Larry Vassar, Allencia Ballard, Cindy Rivera, and Tom Crowel. Pat Popa from the former Downtown Association was also present.

Minutes:

Lisa Gibson made a motion to approve the minutes of July 27, 2011. Shirley Frankiewicz seconded the motion. **Motion carried by voice vote.**

Presentation of a Gift by the Downtown Association:

Pat Popa, an officer of the former Downtown Association presented a \$3,113.49 gift to the Highland Main Street Bureau. Ms. Popa stated that the Downtown Association and Highland Main Street have a similar mission and goals and that it is the Association's desire to see its remaining funds utilized by Highland Main Street in order to continue its efforts to improve the downtown. On behalf of HMS, President Bridget DeYoung accepted the check. A photograph was taken of Bridget accepting the check from Pat and it will be sent to the media.

Pop-Up Gallery:

The next Pop-Up Gallery event will be tomorrow evening, August 25, 2011, from 4:30 to 8:00 PM at Homestead Plaza located at 8149 Kennedy Avenue. Members discussed other possible locations for future events including the renovated building at the SE corner of Lincoln and Indianapolis Boulevard, the former Nine Building at 8955 Indianapolis Boulevard, and the former Hi-Fi Restaurant located at 2907 45th Street.

No other Gallery events are scheduled at this time.

Façade Improvement Grant Program

Members discussed the latest rendition offered by the owner of 8715 Kennedy Avenue. Suggestions included: 1) change the signage color to match the awning, 2) provide a sample of the awning material and determine the size of the awning, and 3) modify the landscaping in front of the building.

Traditions Restaurant located at 2739 Highway Avenue has not submitted an application for the Façade Improvement Grant program, as yet. They have applied for a variance from the Board of Zoning Appeals to enable them to encroach upon the public right-of-way.

No other applications have been received to date.

Facebook©

Because Allencia Ballard, the developer of HMS's Facebook page was absent, this item was tabled.

Indiana Artisans

Rob Hanrahan informed the group that he contacted the head of the Indiana Artisans program, Eric Freeman. He was told that twelve artisans applied for the status of Indiana Artisan from Northwest Indiana and two received the designation. Mr. Freeman would be willing to attend a session in Northwest Indiana to try to recruit artisans and to assist us in developing locations to sell Indiana Artisan products in our town.

Bridget DeYoung requested assistance to work on this project. Rob Hanrahan volunteered and others are requested to notify Bridget or Cecile. The first two tasks will be to meet with the South Shore Arts group to develop a session to recruit artisans and to think of ways to encourage artisans to apply for Indiana Artisan status.

Next Meeting

The next meeting is scheduled for September 28, 2011 at 6:00 PM.

Adjourn

Rob Hanrahan made a motion to adjourn the meeting. Michael Maloney seconded the motion. **Motion passed by a unanimous voice vote to adjourn the meeting at 6:52 PM.**

Minutes respectively submitted by
Cecile L. Petro
Highland Redevelopment Director

HIGHLAND MAIN STREET MEETING

September 28, 2011 Minutes

Call to Order

At 6:35 PM, the Highland Main Street (HMS) meeting was called to order by President Bridget DeYoung, in the Upper Conference Room of the Municipal Building located at 3333 Ridge Road.

Roll Call:

The following members of the Highland Main Street Board were present: Robert Hanrahan, Bridget DeYoung, Dominic Noce, Greg Kuzmar, Allencia Ballard, Luanne Jurczak, Cindy Rivera, Michael Maloney, Bernie Zemen, and Cecile Petro. Absent members included, George Siemer, Shirley Frankiewicz, George Vande Werken, and Lisa Gibson. Tom Crowel entered later.

Minutes:

Dominic Noce made a motion to approve the minutes of August 24, 2011. Allencia Ballard seconded the motion. **Motion carried by voice vote.**

Town Theatre

Members discussed the recent tax sale purchase of the Town Theatre. The major issues concerning the Membership were securing the roof for the winter and, if possible, obtain complete ownership. They would also like information on the historic significance of the building and requested the Director to contact the appropriate organization to obtain that information. Members discussed various ideas that were legal in nature and will need further study.

Update on Façade Improvement Grant Program

Director updated the members on two potential projects located at 8715 Kennedy Avenue and 2739 Highway Avenue. Mr. Slager, the owner of 8715 Kennedy Avenue is finalizing his material choices and construction costs before he formally applies for the Grant program. Greg Kuzmar and Cecile Petro have met with him in regards to his possible choices of color, lighting, and materials. Mr. Slager may also include landscaping in his application.

Traditions Restaurant located at 2739 Highway Avenue is requesting a variance from the Board of Zoning Appeals to encroach on the public right-of-way. Another issue may be the entrance to the building facing Highway Avenue. Part of the entrance will be on Apex's property to the east of Traditions' property. Tom Crowel will contact the owner to see if a legal document has been prepared to gain entrance to Traditions from Apex's property. Members also requested that the Director ask BZA staff if there are other concerns regarding this property, before it goes before the BZA. Rob Hanrahan made a motion to recommend that the BZA approve Traditions' variance request for encroachment on

the public right-of-way. Motion was retracted after discussion. Rob Hanrahan made a motion to approve the conceptual design change for Traditions Restaurant. Allencia Ballard seconded the motion. **Motion approved by a voice vote.**

The Members were informed that the Redevelopment Commission will discuss a possible letter of support for Traditions at their next meeting.

Update on Highland Main Street facebook© Page

Allencia Ballard stated that in order for our facebook© page to be successful, we need greater participation. There needs to be continual “talk” to encourage people to access the site. She and Bridget DeYoung suggested a contest that will have a prize for those who log on. Links from various organizations would be helpful, such as links on the South Shore Arts’ site, the Redevelopment Commission’s site, and The Time’s Community Page. Furthermore, we need to have photos taken of members at our next meeting, especially action shots.

Indiana Artisan Meeting with Eric Freeman

Rob Hanrahan reported that a meeting is scheduled for October 11, 2011 at 1:30 PM in the town hall regarding the Indiana Artisan program. Eric Freeman, Director of Indiana Artisans, will be there to present information and answer questions. All members are encouraged to distribute flyers to various locations. In the future, Rob would like to explore the idea of creating an art colony in Highland.

Sporting Partnerships

Bridget DeYoung discussed the importance of partnerships with Main Street. One of the first that she would like to explore is with the various sporting organizations throughout town. She would like to see standing committees formed that would be ready to carry out programs on quick notice. One of the first would be a Snow Day Committee that would work with the schools and sporting groups to provide fun for children in the downtown on snow days. A second committee would be one that decorates downtown windows for sporting events. Allencia Ballard will contact Girls on the Run and Girl Scouts to form the Snow Day Committee.

Goals for 2012

A goal to partner with Purdue to create mixed use areas with housing for students was suggested. Other goals, along with those suggested by the Director, will be reviewed at the next meeting.

Adjournment

Allencia Ballard made a motion to adjourn at 8:12 PM. Rob Hanrahan seconded the motion. **Motion carried by voice vote.**

Minutes respectively submitted by
Cecile L. Petro
Highland Redevelopment Director

HIGHLAND MAIN STREET MEETING

October 26, 2011 Minutes

Call to Order

At 6:09 PM, the Highland Main Street (HMS) meeting was called to order by President Bridget DeYoung, in the Upper Conference Room of the Municipal Building located at 3333 Ridge Road.

Roll Call:

The following members of the Highland Main Street Board were present: Bridget DeYoung, Dominic Noce, Greg Kuzmar, Allencia Ballard, Luanne Jurczak, Lisa Gibson, Tom Crowel, Michael Maloney, and Cecile Petro. Absent members included George Siemer, Shirley Frankiewicz, Robert Hanrahan, Cindy Rivera, George Vande Werken, and Bernie Zemen. Resident Mario DeGeorge was in attendance.

Minutes:

Minutes were tabled due to the lack of a quorum at the beginning of the meeting.

Update on Façade Improvement Grant Program

Director updated the members on one project and one potential project. Mr. Slager, the owner of 8715 Kennedy Avenue has begun work on his building after the Redevelopment Commission voted on October 19, 2011 to accept his application.

Traditions Restaurant located at 2739 Highway Avenue is requesting a variance from the Board of Zoning Appeals to encroach on the public right-of-way this evening, October 26, 2011. Members reviewed a letter of support that was sent to the BZA from the Redevelopment Commission. Greg Kuzmar will attend the BZA meeting.

Update on Highland Main Street facebook© Page

Allencia Ballard reviewed the directions on how we can "like" our facebook© page. Photos will be taken at the next meeting of the board in action.

Partnership with Musician and Art Groups

President Bridget DeYoung explained the concept of "partnerships" with other organizations to provide events in the downtown. All members are asked to contact Bridget to develop partnerships with musician and art groups, sports groups, or any other groups that they are interested in pursuing. These partnerships will be reflected in our goals for next year.

Mr. Mario DeGeorge was introduced as a possible new business owner in the downtown. He is seeking to lease property to open a coffee/tea shop and would like to become involved in HMS and will work on establishing partnerships with musician and art groups.

Rob Hanrahan was absent, therefore, a report on the Indiana Artisan Meeting was tabled.

Sporting Partnerships

Bridget DeYoung discussed the importance of sports partnerships with Main Street. She contacted Girls on the Run and they would like to become involved with HMS. Allencia Ballard will contact others to form the Snow Day Committee.

Goals for 2012

Draft goals were reviewed for 2012. Members are asked to review the following goals and submit any other goals that they would be willing to work on for the next year:

- a. Create a Smaller Façade Improvement Program (under \$10K minimum).
- b. Create Partnerships with Musician/Art Groups in Highland to Provide Fine Arts in the Downtown.
- c. Create Partnerships with Sports Affiliated Groups in Highland to Provide Sports Related Events in the Downtown.
- d. Establish a Volunteer Manual by the End of the First Quarter.
- e. Develop Overall Marketing Campaign by the End of the Second Quarter.
- f. Provide at Least Three Pop-Up Galleries in 2012.
- g. Recommend Three Façade Improvement Requests in 2012 to the Redevelopment Commission.
- h. Initiate contact with Purdue Calumet to create mixed use areas with housing for students.

Recommend New Member Darlene Barron

The Director informed HMS Members that Ms. Darlene Barron has requested to become a member of HMS. She would like HMS to sponsor her grant application to the Legacy Foundation to provide four benches on the levee. The Members decided to table the request until Ms. Barron could attend a HMS meeting.

Manual on Partnerships

The Director will email the manual to members and provide a hard copy at the next meeting.

Next Meeting and Adjournment

The next regularly scheduled meeting of HMS would fall on the day before Thanksgiving. The Redevelopment Commission will either cancel the meeting for November or reschedule it on another day. Notices will be sent to all members informing them of the decision.

The meeting was adjourned by general consent at 6:51 PM.

Minutes respectively submitted by
Cecile L. Petro
Highland Redevelopment Director

HIGHLAND MAIN STREET MEETING

Town of Highland 3333 Ridge Road Highland, Indiana 46322

November 30, 2011 Minutes

Call to Order

At 6:02 PM, the Highland Main Street (HMS) meeting was called to order by President Bridget DeYoung, in the Upper Conference Room of the Municipal Building located at 3333 Ridge Road.

Roll Call:

The following members of the Highland Main Street Board were present: Bridget DeYoung, Dominic Noce, Allencia Ballard, Luanne Jurczak, Lisa Gibson, Michael Maloney, Shirley Frankiewicz, and Cecile Petro. Absent members included George Siemer, Robert Hanrahan, Cindy Rivera, George Vande Werken, Greg Kuzmar, Tom Crowel, and Bernie Zemen.

Minutes:

Lisa Gibbons made a motion to approve the minutes of the October 26, 2011 meeting. Shirley Frankiewicz seconded the motion. **Motion carried by unanimous voice vote.**

Update on Façade Improvement Grant Program

The Director updated the members on the first Façade Improvement Grant applicant—8715-8717 Kennedy Avenue. Mr. Slager, the owner of 8715 Kennedy Avenue, expects all of the work to be completed within the next two weeks except the landscaping which he will complete in the spring.

Traditions Restaurant, located at 2739 Highway Avenue is currently negotiating a legal agreement with its neighbor, Apex Construction, to gain access to Tradition's building. They also need to request encroachment of the right-of-way from the Town Council before they can proceed with their Façade Improvement Grant application.

The Director reported that Cakes by Karen located at 8632 Kennedy may be interested in participating in the Façade Improvement Grant program in the future.

Facebook Page Update

Allencia Ballard encouraged the Members to "like" the facebook page and to invite others to do so. This will increase our visibility.

Arts & Music Subcommittee

Bridget DeYoung reported that the subcommittee had its first meeting on Monday, November 21, 2011. The next meeting will be in January. The date will be announced later in December. The first event will be choral singing at the Christmas Tree Lighting Ceremony scheduled on November 26, 2011.

The group will visit businesses downtown to introduce themselves and to encourage them to become involved with the Arts. A flyer will be developed to hand out to downtown businesses and updated information will be requested of them to assist us in creating a partnership.

The third function of the subcommittee will be to develop coupons for downtown businesses to be distributed to school musicians during their December 2011 concert.

Sports Partnership for Downtown Activities

President DeYoung asked for a Chairperson for this function. No one within HMS has ties to the sports community. Therefore, the group will ask the Parks Department if they could suggest a few names that might be contacted to move this forward. An article within the Gazebo Gazette will also be prepared.

2012 Goals for HMS

Allencia Ballard made a motion to approve the suggested goals for 2012 with the following change in (a): "Explore the possibility of creating a smaller Façade Improvement Program (under \$10K)". Lisa Gibson seconded the motion. **Motion carried by unanimous voice vote.**

The following are the 2012 Goals of HMS:

- a. Explore the possibility of creating a smaller Façade Improvement Program (under \$10K minimum).
- b. Create Partnerships with Musician/Art Groups in Highland to Provide Fine Arts in the Downtown.
- c. Create Partnerships with Sports Affiliated Groups in Highland to Provide Sports Related Events in the Downtown.
- d. Establish a Volunteer Manual by the End of the First Quarter.
- e. Develop Overall Marketing Campaign by the End of the Second Quarter.
- f. Provide at Least Three Pop-Up Galleries in 2012.
- g. Recommend Three Façade Improvement Requests in 2012 to the Redevelopment Commission.

Volunteer Manual

Allencia Ballard will design the volunteer manual for HMS and have it ready for approval at our January meeting. Lisa Gibson volunteered to be in charge of the administration of the manual for volunteers and maintaining the records.

Adjournment

Lisa Gibson made a motion to adjourn the meeting at 6:31 PM. Shirley Frankiewicz seconded the motion. **Motion passed by unanimous voice vote .**

Minutes respectively submitted by Cecile L. Petro, Highland Redevelopment Director.

ARTS & MUSIC SUBCOMMITTEE
OF
HIGHLAND MAIN STREET
Minutes of the November 21, 2011 Meeting at 7:00 PM
Highland Public Library

Introductions

Chairperson Bridget DeYoung welcomed everyone to the first meeting of the new Arts & Music Subcommittee of Highland Main Street and asked those present to introduce themselves. The following were present:

Bridget DeYoung	219-808-6372	Bridget.DeYoung@esph.com or
Rob Hanrahan	219-886-4389	rjh@angelfundingfoundation.org
Rhonda Szymanski	219-838-0332	rszymanski@prodigy.ent
Mario DeGeorge	708-250-1388	mariodegeorge@sbcglobal.net
Jodi Pesich	219-923-9210	jodipesich@gmail.com
Phil Loos	219-922-5610 x1138	ploos@highland.k12.in.us
Lee Kause	708-474-0819	???
Dan Dunn	219-923-1910	dunndm@purduecal.edu
Cecile Petro	219-972-7598	cpetro@highland.in.gov

Immediate Projects

Bridget informed the group that three projects are currently being planned:

1. Caroling will be organized at the Christmas Tree Lighting event scheduled for 5:00 PM on November 26, 2011 at Main Square Park. Anyone interested is to meet in the park by the Gazebo.
2. Children's Art in the Downtown. Volunteers will be needed to contact businesses in the Downtown to inquire whether or not they would be interested in posting school Children's art in their windows during the winter months.
3. Coupons for High School Musicians. Bridget will contact three restaurants to ascertain their willingness to participate in the program, and if so, will develop coupons for the restaurants to be distributed to the High School musicians after their Holiday concert.

Future Ideas

The question was asked by member Rob Hanrahan, "If Highland were a vibrant arts/craft town, what would it look like to you?" These are the answers provided by the group:

- Multiple places would be available for music and different types of music.
- There would be an arts center in town.
- There would be an art gallery.
- The Town Theatre would be operating with community performances.
- There would be banners hanging from the light poles declaring an "art month" and/or other events.
- Churches in town would provide musical venues.

- Entertainment books would be available for Highland businesses only.
- Highland would have its own "Christkinklemarket" within Main Square in the winter.

A follow-up question was asked by Bridget, "How do we get art in the Downtown?" Here were the answers provided:

- We need to create a larger organization that would be concerned with the Downtown and the Arts and
 1. ask businesses what they would need to have art in the Downtown
 2. ask businesses if they would hang art in their business
- We should declare a specific month as "Art Month" and use that as a theme.
- We should meet in December on a Saturday to visit Downtown businesses and ask them these Questions.

Adjourned

The group adjourned at 8:25 PM. The next meeting will be in January 2012.

Minutes submitted by
Cecile L. Petro
Highland Redevelopment Director
3333 Ridge Road
Highland, IN 46322
219-972-7598
cpetro@highland.in.gov

ATTACHMENT C

HIGHLAND MAIN STREET
Highland Municipal Building Upper Conference Room
Agenda for January 26, 2011
6:00 PM

- 1. Introductions**

- 2. Future Possible Projects**
 - a. Pop-up Gallery/Networking Event**
 - b. Grant funded possible projects**

- 3. Purdue Intern Report on Data Base Development**

- 4. Façade Improvement Grant Program Discussion**

HIGHLAND MAIN STREET
Highland Municipal Building Upper Conference Room
Agenda for March 23, 2011
6:00 PM

- | | |
|----------------|--|
| 6:00 PM | 1. Introductions |
| 6:05 PM | 2. Organizational Chart |
| 6:10 PM | 3. Review of Draft By-Laws |
| 6:15 PM | 4. Work Plan <ul style="list-style-type: none">--Façade Improvement Grant Program--Pop-Up Gallery Event--Main Street Materials to Review and Take Home |

HIGHLAND MAIN STREET
Highland Municipal Building Upper Conference Room
Agenda for April 27, 2011
6:00 PM

- 1. Roll Call**
- 2. Minutes of March 23, 2011 Meeting**
- 3. Election of Officers**
- 4. Social Media Committee**
- 5. By-Laws Approval**
- 6. Pop-Up Gallery Update**
- 7. Business List and Façade Improvement Grant Program**
- 8. Next Meeting Date**
- 9. Adjourn**

HIGHLAND MAIN STREET
Highland Municipal Building Upper Conference Room
Agenda for June 22, 2011
6:00 PM

- 1. Roll Call**
- 2. Approval of the April 27, 2011 HMS Meeting Minutes**
- 3. Pop-Up Gallery**
 - a. Schedule time for Pop-Gallery Sub-Committee to Meet**
 - b. Update on Possible New Events**
- 4. Façade Improvement Grant Program**
 - a. Hal Slager's Proposal for 8715-87 Kennedy Avenue**
 - b. Intern's (Sonia Formosa) Rendition of Building at 8715-87 Kennedy Avenue**
 - c. Future Renditions**
- 5. Update on Highland Main Street facebook® page—Allencia Ballard**
- 6. Business Development**
 - a. Possible Training Classes for those Interested in Entrepreneurship in the Downtown**
 - b. Members interested in forming a Sub-Committee to Investigate the Potential of Training**
 - c. Set-up a Meeting with Experts**

HIGHLAND MAIN STREET
Highland Municipal Building Upper Conference Room
Agenda for July 27, 2011
6:00 PM

1. Roll Call
2. Approval of the June 22, 2011 HMS Meeting Minutes
3. Pop-Up Gallery
 - a. Next Pop-Up Gallery Event on August 25, 2011 at Plaza Homestead
 - b. Schedule of Activities for Event on August 25th
 - c. Other possible Events
4. Façade Improvement Grant Program
 - a. Hal Slager's Proposal for 8715-87 Kennedy Avenue
 - b. Traditions Restaurant Proposal
5. Update on Highland Main Street facebook© page—Allencia Ballard
 - a. Status Report
 - b. Group Picture
6. Indiana Artisans (see website www.indianaartisan.org)

HIGHLAND MAIN STREET
Highland Municipal Building Upper Conference Room
Agenda for August 24, 2011
6:00 PM

- 1. Roll Call**
- 2. Approval of the July 27, 2011 HMS Meeting Minutes**
- 3. Pop-Up Gallery**
 - a. Update on Preparations for Second Pop-Up Gallery Event**
 - b. Suggestions on Developing Leads for Another Event**
- 4. Façade Improvement Grant Program**
 - a. Hal Slager's Proposal for 8715-87 Kennedy Avenue**
 - b. Traditions Restaurant Proposal**
 - c. Other Possible Proposals**
- 5. Update on Highland Main Street facebook© page—Allencia Ballard**
 - a. Status Report**
 - b. Group Picture**
- 6. Update on Indiana Artisans and Other Entrepreneurial Efforts**
- 7. Suggestions for 2012 Goals**
- 8. Presentation of a gift by the Officers of the former Downtown Association**
- 9. Adjournment**

HIGHLAND MAIN STREET
Highland Municipal Building Upper Conference Room
Agenda for September 28, 2011
6:00 PM

1. Roll Call
2. Approval of the August 24, 2011 HMS Meeting Minutes
3. Update on Façade Improvement Grant Program
 - a. Hal Slager's Proposal for 8715-87 Kennedy Avenue
 - b. Traditions Restaurant Proposal
4. Update on Highland Main Street facebook® page—Allencia Ballard
 - a. Status Report
 - b. Schedule Group Picture
6. Indiana Artisans Meeting with Eric Freeman
7. Team-Up with Sporting Organizations for Downtown Activities
 - a. Explain Concept
 - b. Recruit Participants for Committee from the General Community
8. Suggestions for 2012 Goals
 - a. Create a smaller Façade Improvement Program (under \$10K minimum)
 - b. Create Partnerships with at least ____ other Organizations
 - c. Establish Volunteer Manual by the end of the First Quarter
 - d. Develop overall Marketing Campaign by the end of the Second Quarter
 - e. Provide at Least Three Pop-Up Galleries in 2012
 - f. Recommend Three Façade Improvement Requests in 2012 to the
Redevelopment Commission
9. Adjournment

HIGHLAND MAIN STREET
Highland Municipal Building Upper Conference Room
Agenda for October 26, 2011
6:00 PM

6:00 PM

1. Roll Call
2. Approval of the September 28, 2011 HMS Meeting Minutes
3. Change of Highland Main Street Meeting Format—President Bridget DeYoung
4. Update on Façade Improvement Grant Program
 - a. Hal Slager's Proposal for 8715-87 Kennedy Avenue
 - b. Traditions Restaurant Proposal

6:10 PM

5. Update on Highland Main Street facebook© page—Allencia Ballard
 - a. Instructions for "liking our page"
 - b. Action Pictures of HMS Members

6:15 PM

6. Develop Partnerships with Musician/Art Groups
 - a. Explain Concept and Designate Chairperson—Bridget
 - b. Recruit Participants for Committee from Organizations & Businesses
 - c. Summary of the Indiana Artisan Meeting Held on Oct. 11—Rob Hanrahan

6:25 PM

7. Develop Partnerships with Sports Organizations for Downtown Activities--Bridget
 - a. Explain Concept and Designate Chairperson
 - b. Recruit Participants for Committee from Sports Organizations

6:30 PM

8. Suggestions for 2012 Goals—Cecile Petro
 - a. Create a Smaller Façade Improvement Program (under \$10K minimum).
 - b. Create Partnerships with Musician/Art Groups in Highland to Provide Fine Arts in the Downtown.
 - c. Create Partnerships with Sports Affiliated Groups in Highland to Provide Sports Related Events in the Downtown.
 - d. Establish a Volunteer Manual by the End of the First Quarter.
 - e. Develop Overall Marketing Campaign by the End of the Second Quarter.
 - f. Provide at Least Three Pop-Up Galleries in 2012.
 - g. Recommend Three Façade Improvement Requests in 2012 to the Redevelopment Commission.
9. Recommend Possible New Member, Darlene Barron, and her Project—Park Benches Near the Levee

6:35 PM

10. Distribute Manual on Partnerships to all Members
11. Adjournment

HIGHLAND MAIN STREET
Highland Municipal Building Upper Conference Room
Agenda for November 30, 2011

6:00 PM

6:00 PM

1. Roll Call
2. Approval of the October 26, 2011 HMS Meeting Minutes
3. Update on Façade Improvement Grant Program
 - a. Hal Slager's Proposal for 8715-87 Kennedy Avenue
 - b. Traditions Restaurant Proposal
 - c. Other possible projects and new renditions

6:10 PM

4. Facebook Page Report—Allencia Ballard

6:15 PM

5. Art and Music Subcommittee Report—Bridget

6:25 PM

6. Sports Partnership for Downtown Activities—Bridget
 - a. Designate Chairperson
 - b. Recruit Participants for Committee from Sports Organizations

6:30 PM

7. Suggestions for 2012 Goals—Cecile Petro
 - a. Create a Smaller Façade Improvement Program (under \$10K minimum).
 - b. Create Partnerships with Musician/Art Groups in Highland to Provide Fine Arts in the Downtown.
 - c. Create Partnerships with Sports Affiliated Groups in Highland to Provide Sports Related Events in the Downtown.
 - d. Establish a Volunteer Manual by the End of the First Quarter.
 - e. Develop Overall Marketing Campaign by the End of the Second Quarter.
 - f. Provide at Least Three Pop-Up Galleries in 2012.
 - g. Recommend Three Façade Improvement Requests in 2012 to the Redevelopment Commission.

6:35 PM

8. Distribute Manual on Partnerships to all Members
9. Adjournment

ARTS AND MUSIC COMMITTEE MEETING

OF

HIGHLAND MAIN STREET

at

The Highland Library

November 21, 2011 at 7:00 PM

Agenda

1. Introductions

2. Immediate Projects

- a. Choirs at Christmas Tree Lighting Ceremony
- b. Children's Art in the Downtown ("Winter in Highland")
 - 1. Contact Businesses in the Downtown by ?
 - 2. Place Artwork in Businesses by ?
 - 3. Remove Artwork from Businesses by ?
- c. Restaurant Coupons for the December 13, 2011 High School Concert

3. Future Ideas

- a. Develop Ways to Advertise High School Theatre Performances in the Downtown
- b. Connect Downtown Restaurants to Live Music Options
- c. Develop and Provide a List of Music Instructors in Highland
- d. Other Ideas from the Group

ATTACHMENT D

HIGHLAND MAIN STREET WORK PLAN AND GOALS FOR 2012

- a. Explore the possibility of creating a smaller Façade Improvement Program (under \$10K minimum).
- b. Create Partnerships with Musician/Art Groups in Highland to Provide Fine Arts in the Downtown.
- c. Create Partnerships with Sports Affiliated Groups in Highland to Provide Sports Related Events in the Downtown.
- d. Establish a Volunteer Manual by the End of the First Quarter.
- e. Develop Overall Marketing Campaign by the End of the Second Quarter.
- f. Provide at Least Three Pop-Up Galleries in 2012.
- g. Recommend Three Façade Improvement Requests in 2012 to the Redevelopment Commission.

JANUARY - December 31, 2011 NUMBERS

Please fill out this form to the best of your ability. These numbers are important to track for your community.

Number of Square blocks in your downtown district	Number of Buildings in your Downtown	Number of businesses in your Downtown	Number of jobs located downtown
13	80	95	300

Design Investment

	Number of Businesses	Private \$\$	Public \$\$	MS Grant/Loan \$\$	Total
Facade Renovation	0				\$0.00
Building Rehabilitation	17	\$285,000.00			\$285,000.00
New Construction	0				\$0.00
Public Improvements	1		\$1,000.00		\$1,000.00

Facade Renovation Exterior work only-painting, facade cleaning, signs, windows, awnings, ect.

Building Rehabilitation Exterior and interior rehab - building systems, HVAC, roof work, ect.

Public Improvements Streets, sidewalks, lights and fixtures, landscaping, public amenities (benches, trash cans, flowers), new road ways downtown, ect.
***Be sure to include numbers that were publicly invested by the City, State, or Federal gov't. into downtown.**

Economic Restructuring

	Total Businesses	# of Jobs
New Business Openings	2	4
Business Relocations IN	1	3
Business Expansions		
Business Closings	2	4
Business Relocations OUT		

	Total Projects	# of Units	Total Investment
New Housing Units	0	0	0

Promotion

Event	# of Attendees	New Profit/Loss	# of Volunteers	# of Volunteer Hours
Pop-Up Gallery #1	40	n/a	6	40
Pop-Up Gallery #2	60	n/a	6	35
Coupons for musicians	260		1	10
Music in the Park	70		20	20