

**HIGHLAND REDEVELOPMENT COMMISSION  
SPECIAL PLENARY MEETING MINUTES  
MONDAY, JANUARY 12, 2021**

The Highland Redevelopment Commission ("Commission", "RC") met in an electronically convened meeting using the Zoom platform. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04, 20-09 and 20-25 and now extended through 30 January 2021 by his Executive Order 20-52, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 health emergency.

**Opening Ceremony:** Clerk-Treasurer Michael Griffin asked the Commissioners' designate to please stand for their oath of office. Mr. Griffin stated that although he generally likes to administer the oath individually to each new commissioner, under the circumstances – meeting via the Zoom platform - he will administer the oath to the group as a whole. He explained that administering the oath is allowed by Indiana statute to be done electronically. Mr. Griffith went on to cite the Indiana statute that describes the office the redevelopment commissioners hold and explained the duties of a commissioner. At that, Clerk-Treasurer Griffin gave brief instructions, asked the commissioners to stand and administered the oath to them. He congratulated and welcomed them to the Redevelopment Commission.

**Prior to calling the meeting to order Director DeGuilio-Fox caused the annual reorganization & election of officers to occur for the Highland Redevelopment Commission. Ms. DeGuilio-Fox initiated the call for Commission officer nominations.**

**Nomination of candidate(s) for president:** Commissioner Bill Leep nominated Commissioner Cyril Huerter to serve as president of the Redevelopment Commission. Commissioner George Georgeff seconded the motion. There being no other nominations, nominations were closed. There was no discussion. Upon a roll call vote the motion passed with five affirmative votes and no negatives.

**Nomination of candidate(s) for vice president:** President Huerter asked for nominations for Vice President. Commissioner Robyn Radford nominated Commissioner Georgeff to serve as vice president. Commissioner Leep seconded the motion. There being no other nominations, nominations were closed. There was no discussion. Upon a roll call vote the motion passed with five affirmatives and no negatives.

**Nomination of candidate(s) for secretary:** President Huerter asked for nominations for secretary. Commissioner Leep nominated Commissioner Radford to serve as secretary. Commissioner Sean Conley seconded the nomination. There being no other nominations, nominations were closed. There was no discussion. Upon on roll call vote the motion passed with five affirmatives and no negatives.

Outgoing commissioner Havlin asked for permission to speak. He and former commissioner Washick thanked the Redevelopment Commission for the opportunity to serve. Both felt that their experience was gratifying and that they had learned a great deal during the time they served. Mr. Havlin and Mr. Washick wished the Commission well and encourage the group to continue to do all that they could do to improve the Town of Highland.

Commissioner Huerter and Director DeGuilio-Fox thanked outgoing commissioners Havlin, Reinhart and Washick for their service, acknowledging that their appointment mid-year in 2020 was under extenuating circumstances. Nevertheless, their service, participation and the skills they brought to the table were appreciated. They were encouraged to continue to serve on a Town Board or Commission if interested.

Commissioner Sheeman welcomed the recently appointed commissioners and expressed his appreciation to the outgoing commissioners for their service. He offered his help to the commission and invited the Commissioners to contact him whenever they feel the need.

The **Special Plenary Meeting** of the Highland Redevelopment Commission was called to order at 7:10 PM on Monday, January 12, 2021. Taking minutes for the meeting was Recording Secretary and Redevelopment Director Kathy DeGuilio-Fox.

**Roll Call:** Commissioners present were Sean Conley, George Georgeff, Cyril Huerter, Bill Leep and Robyn Radford. A quorum was attained.

**Additional Officials Present:** Pat Krull, School Town of Highland Liaison and non-voting member; Roger Sheeman, Town Council Liaison to the Redevelopment Commission; John Reed, Redevelopment attorney, Abrahamson, Reed & Bilse; Ed Dabrowski, IT Consultant; and Kathy DeGuilio-Fox, Redevelopment Director.

*Also present:* Jack Havlin, Renee Reinhart and Tony Washick.

**Minutes of the Previous Meetings:** None considered.

**Special Orders:** None

**Public Comment:** Pat Krull thanked the outgoing members for their service and advised the Commissioners that Bob Kuva, recently elected president of the School Town of Highland Board, reappointed him to act as liaison to the Redevelopment Commission.

**Communications:** None

**Unfinished Business and General Orders:** None

**New Business:**

1. **Ratification of the Special Plenary Meeting** to Consider Highland Redevelopment Commission Resolution 2021-01. Attorney Reed ratified the meeting citing the meeting notice that was advertised in a timely manner and within the required 48-hour time period.
2. **Consideration of Resolution 2021-01: A Resolution of the Highland Department of Redevelopment Highland Redevelopment Commission Authorizing Compensation for Certain Employees to be Derived from the Proper Fund of the Redevelopment Department of the Town of Highland, Lake County, Indiana.** Commissioner Georgeff made a motion to adopt Resolution 2021-01. Commissioner Leep seconded the motion. Discussion ensued and the purpose of the resolution was explained to the Commissioners. Although approval for an increase in pay for employees of the Town of Highland had been adopted by the Town Council proper authorization to use funds from each department was also required. Upon a roll call vote the motion was approved by a vote of five affirmatives and no negatives.

**Action to Pay Accounts Payable Vouchers:** None

**Business from the Commissioners:** None

**Adjournment:** There being no further special business of the Highland Redevelopment Commission, Commissioner Leep made a motion to adjourn the meeting. Commissioner Conley seconded the motion.

Upon a voice vote, the motion passed. The January 12, 2021 special plenary meeting of the Highland Redevelopment Commission was adjourned at 7:27 p.m.

**Next Meeting:** The next Public Meeting will take place on January 26, 2021 and convene immediately following the regularly scheduled study session. The next meeting of the Highland Main Street is scheduled for Thursday, February 4, 2021 at 6:30 p.m. Meetings will continued to be convened electronically.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION MINUTES  
TUESDAY, JANUARY 12, 2021**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met in an electronically convened meeting using the Zoom platform on Tuesday, January 12, 2021. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb’s Executive Order 20-04, 20-09 and 20-25 now extended through 30 January 2021 by his Order 20-52, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Study Session was called to order at 7:36 p.m., after the adjournment of a Special Plenary Session, by Commission President Cy Huerter.

Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director and Recording Secretary.

**Roll Call:** Commissioners present included Sean Conley, George Georgeff, Cy Huerter, Bill Leep and Robyn Radford. A quorum was established.

**Additional Officials Present:** Patrick Krull, School Town of Highland Liaison and non-voting member; Roger Sheeman, Council Liaison to the Redevelopment Commission; John P Reed, Redevelopment attorney, Abrahamson, Reed & Bilsle; Ed Dabrowski, IT Consultant; and Kathy DeGuilio-Fox, Redevelopment Director.

*Also Present:* Jack Havlin, Renee Reinhart and Tony Washick.

**General Substance of the Discussion**

- 1. Parking Lot Project Highway & Kennedy – Update:** A brief overview was given of the construction activities since the last report. Director DeGuilio-Fox reported that there are several items that remain unfinished on the Depot. She reported that NIPSCO has connected the parking lot lights to the grid and as of Friday January 8<sup>th</sup> the lots were set for dusk to dawn lighting. Ms. DeGuilio-Fox reported she has a meeting scheduled onsite with the contractor, project manager and the Highland department heads involved in the project (Ken Mika, Mark Knesek and Alex Brown) so that a punch list could be created for those items that remain unfinished. Discussion ensued.
- 2. Downtown Streetlight Retrofit or Replacement – Update:** Director DeGuilio-Fox reported that the lights are on order and that she has been advised it will take approximately 6 weeks for delivery. She also reported that the installer – Midwestern Electric – has been notified of the approximate delivery date.
- 3. 2021 Meeting Schedule – Discussion:** Ms. DeGuilio-Fox presented the proposed 2021 meeting schedule to the commissioners. She asked if they would like to reschedule the December plenary business meeting now rather than waiting until the end of the year. Commissioners agreed that it had worked well moving the December 2020 meeting to a date earlier than the week of Christmas and agreed the change could be added to the 2021 schedule at this time. Ms. DeGuilio-Fox also raised the idea of starting meetings at 6:30 pm rather than 7:00 pm. The Commissioners agreed that was a good idea and asked that the earlier time be incorporated into the 2021 meeting schedule.
- 4. Bult Oil Property – Information:** Director DeGuilio-Fox suggested the former Bult Oil property be listed by a real estate broker since their November 2020 public offering of the property yielded no proposals or purchase offers. Commissioner Georgeff commented that many brokers do not list on all of the available sites and suggested the Commission advertise the property through the Gazebo Express. Discussion ensued. The Commissioners asked that Director DeGuilio-Fox pursue that idea in the hopes that a buyer could be found for the property.

5. **Commercial Property Improvement Grants – Update and Discussion:** Director DeGuilio-Fox reported that they continue to wait for a completed packet from the Wendlands and that there has been discussion between the Redevelopment office and the Wendlands about the necessary paperwork. She will keep the Commissioners apprised of the grant request from the Wendlands.

6. **Redevelopment Commissioner Comments:**

- a. Commission President asked that the 2020 goals be included in the upcoming meeting packet so that the Commissioners could discuss the goals and approve them for 2021.
- b. Commissioner Huerter inquired as to the status of numerous properties/projects including the former Speedway property on Kennedy Ave. Ms. DeGuilio-Fox updated the Commissioners as to the status of the Speedway project on 45<sup>th</sup> and Kennedy that is currently before the Plan Commission as well as the vacant property on Kennedy Avenue. Attorney Reed and Council Liaison Sheeman reiterated that the property could be condemned and taken by Eminent Domain. Attorney Reed suggested that the value of the property could be determined by appraisers chosen by both the Redevelopment Commission and Speedway and that these values would be used by a judge in determining the amount to be paid by the Commission to Speedway. Ms. DeGuilio-Fox reminded the Commissioners that they no longer have the authority to take a property by Eminent Domain and that per Indiana Statute the authority lies with the Council. She suggested that Liaison Sheeman discuss this with the Council before the Commission pursues it.
- c. Commissioner Huerter inquired as to the status of the former Tri-State Bus property on Indianapolis Blvd. Ms. DeGuilio-Fox advised that the project was a non-starter due to Highland Code and that the potential buyer had allowed their purchase agreement to lapse.
- d. Ms. DeGuilio-Fox suggested that Olive Garden is interested in the Old Country Buffet restaurant in Highland Grove. She asked if the Commissioners were interested in her reaching out to Olive Garden and potentially offering an incentive to come to Highland rather than to Schererville, where they are also looking. The Commissioners agreed that this should be done.

There being no further business Commission President Huerter called for a motion to adjourn. Commissioner Georgeff made a motion to adjourn. The motion was seconded by Commissioner Leep. The motion passed by a voice vote of five affirmatives and no negatives. The January 12, 2021 study session of the Highland Redevelopment Commission was adjourned at 8:41 P.M.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND DEPARTMENT of REDEVELOPMENT HIGHLAND  
REDEVELOPMENT COMMISSION  
RESOLUTION No. 2021-01**

**A RESOLUTION AUTHORIZING COMPENSATION FOR CERTAIN EMPLOYEES TO BE DERIVED FROM THE PROPER FUND OF THE REDEVELOPMENT DEPARTMENT OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA**

**Whereas,** The Highland Town Council, as legislative body of the municipality enacted Chapter 14.15 of the Highland Municipal Code, establishing the Highland Redevelopment Commission and the Redevelopment Department, pursuant to provisions of I.C. 36-7-14-1 through IC 36-7-14-44.2 as may be amended from time to time;

**Whereas,** Those provisions incorporate by reference provisions of I.C. 36-7-14-et seq., outlining for and conferring upon the Redevelopment Commission certain responsibilities relative to the management of the department's human resources, including but not limited to fixing the compensation of the Redevelopment Director and such other employees as may be employed by the department; and,

**Whereas,** The Redevelopment Commission, pursuant to its authority under IC 36-7-14-12.2(a)(15), now wishes to fix and regulate the compensation of the senior leadership, staff and employees of the department,

**BE IT HEREBY RESOLVED** BY the Redevelopment Commission of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That wages and salaries are hereby established for the employees and certain professional appointments of the Redevelopment Department, to be paid from the proper fund of the Redevelopment Department, effective upon adoption, as set forth below:

*(A) Advising and Support Personnel:*

- |                                  |   |
|----------------------------------|---|
| (1) Attorney:                    | paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file. |
| (2) Meeting Recording Secretary: | \$ 55.17 per month  |

*(B) Full-Time Staff:*

- |                             |                                  |
|-----------------------------|----------------------------------|
| (1) Redevelopment Director  | \$2,551.10 bi-weekly (base rate) |
| (2) Redevelopment Assistant | \$1,537.58 bi-weekly (base rate) |

**Section 2.** *Compensation and Benefits Ordinance Adopted.* That the compensation and benefits policies as adopted and which are in effect in the most recently adopted compensation and benefits ordinance as amended by the Town Council from time to time, are hereby adopted and ratified for application to the Commissioners, officers and employees of the Redevelopment

Department;

**Section 3.** No other wage or salary increases not otherwise provided by statute, ordinances or resolutions of the municipality may be distributed to any single employee or officer, unless specifically approved by the Town council or proper board of jurisdiction;

**Section 4.** (A) That unless otherwise provided by this resolution, all new employees will start at the identified starting wage or salary for their job position unless approved by the Redevelopment Commission to do otherwise;

(B) That where no starting wage or salary is depicted, the Redevelopment Commission shall fix such pay by proper enactment prior to the payment of wages or salary. The Redevelopment Director shall notify the Clerk-Treasurer in writing of all individual raises and their effective dates;

(C) That the Redevelopment Director shall report all rates and wages as a rate per hour for all hourly wage earners and a bi-weekly rate for all salaried wage earners as set forth in this resolution. Such other increases or changes of biweekly or hourly pay executed pursuant to this resolution shall not be made effective earlier than the month in which it is properly filed;

(D) *Incumbent defined.* Further, except as otherwise provided in the compensation and benefits ordinance regarding acting pay, the term Incumbent rate as used in this resolution shall be construed to mean a rate or wage applied to a worker in the position for more than one year;

**Section 5.** That the Redevelopment Director will receive no overtime pay except as provided in the most recently adopted compensation and benefits ordinance, as amended;

**Section 6.** That department heads and senior supervisory workers who earn a graduate degree from an accredited University or College in a discipline relevant to their administrative responsibilities, shall have an additional compensatory adjustment added to the base rate in the bi-weekly amount described in and pursuant to Section 3 (D) of the wage and salary ordinance most recently adopted by the Town Council;

**Section 7.** That the approved staffing levels for certain positions are hereby approved and fixed as indicated by a parenthetical number and any part-time worker is limited to a weekly schedule not to exceed 28 hours unless approved by the Town Council to become an eligible employee, as set forth in the Compensation and Benefits Ordinance;

**Section 8.** That in addition to those provisions providing for a salary for the duly appointed attorney, the duly appointed attorney is authorized to bill for legal services performed outside the scope of the retained services salary for hours spent on lawful business of the department according to the rates and terms of a letter of acceptance placed on file with the municipal clerk and the redevelopment director;

**Section 9.** That the provisions of this resolution shall remain in

effect until they are amended, or repealed by passage and adoption of a successor resolution of the Redevelopment Commission;

**Section 10.** That the provisions of this resolution shall remain in effect upon its passage and adoption, from and after January 10, 2021, and until its provisions are amended, or repealed by passage and adoption of a successor resolution of the Redevelopment Commission.

**Duly Approved, Resolved and Adopted** by the Redevelopment Commission of the Town of Highland, Lake County, Indiana, this 12<sup>th</sup> day of January 2021 by a vote of 5 in favor and 0 opposed.

**THE REDEVELOPMENT DEPARTMENT  
BY ITS REDEVELOPMENT COMMISSION:**

  
\_\_\_\_\_  
President of the Redevelopment Commission

**Attest:**

  
\_\_\_\_\_  
Secretary of the Redevelopment Commission