

HIGHLAND REDEVELOPMENT COMMISSION
DISCUSSION TOPICS for STUDY SESSION - DRAFT
TUESDAY, FEBRUARY 23, 2021
6:30 P.M.

This meeting will be convened as an electronic meeting pursuant to Governor Holcomb's Executive Order 20-04, 20-09 and 20-25 now extended through 01 March 2021 by his Order 21-03, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency.

People may observe the meeting by joining the meeting on the Zoom platform
<https://zoom.us/j/96064409963?pwd=ZGN0QXptT1h1K0hHaXVqb3Q0M3Zvdz09>

Further, persons wishing to join the meeting may access the electronic meeting by using the preceding Zoom link and adding the **Meeting ID:** 960 6440 9963 and **Password:** 549821

One tap mobile

+13126266799,,96064409963#,,,,,0#,,549821# US (Chicago)

+16465588656,,96064409963#,,,,,0#,,549821# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C.)

Meeting ID: 960 6440 9963

Password: 549821

Find your local number: <https://zoom.us/u/ayi6Dldk9>

TUESDAY, FEBRUARY 23, 2021
6:30 P.M

1. Review of the Plenary Business Meeting Agenda
2. Bult Oil Property – Update
3. Commercial Property Improvement Grants
4. Public Offering for 8610, 8612, 8616 and 8620 Kennedy Avenue
5. Highland Main Street
6. Redevelopment Commissioners Comments

AGENDA FOR PLENARY MEETING

HIGHLAND REDEVELOPMENT COMMISSION

This meeting will be convened as an electronic meeting pursuant to Governor Holcomb's Executive Order 20-04, 20-09 and 20-25 and now extended by Executive Order 21-03 through 01 March 2021 allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the emergency.

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MONDAY, FEBRUARY 23, 2021

6:30 P.M.

DRAFT

Roll Call:

**Commissioner Sean Conley
Commissioner George Georgeff
Commissioner Cyril Huerter
Commissioner William "Bill" Leep
Commissioner Robyn Radford**

Minutes of Previous Sessions:

1. Approve Minutes of Study Session and Plenary Business Meeting of January 26, 2021.
2. Approve Minutes of Study Session of February 9, 2021.

Special Orders:

Public Comment:

Communications:

Unfinished Business and General Orders:

New Business:

1. **Resolution 2021-03:** Consideration of a Resolution of the Highland Redevelopment Commission Approving and Adopting an Agreement for Legal Services to the Highland Redevelopment Commission for 2021.
2. Approval of 2021 Highland Redevelopment Commission Goals.

Action to Pay Accounts Payable Vouchers:

094	Redevelopment General	\$ 25,282.30
095	Highland Economic Development	\$ 0.00
096	Redevelopment Capital	\$ 0.00
098	Downtown Redevelopment District Allocation Area	\$ 0.00
101	Redevelopment Bond & Interest	\$ 113,583.75
107	Cardinal Campus Allocation	\$ 171,715.07
250	CEDIT Econ. Dev. Income Tax Fund	\$ <u>807.00</u>
	TOTAL	\$ 311,388.12

Business from the Commissioners:

Next Meeting: The next full Study Session will be March 9, 2021 and convene at 6:30 PM. The next Plenary Meeting will be held on March 23, 2021 and convene immediately following the Study Session. A study session will precede the plenary meeting at 6:30 PM and reconvene following the plenary business meeting if necessary. The next meeting of Highland Main Street is tentatively scheduled for Thursday, March 4, 2021 at 6:30 PM. The meetings will be convened electronically.

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES - DRAFT
TUESDAY, JANUARY 26, 2021**

Members of the Highland Redevelopment Commission ("RC", "Commission") met in an electronically convened meeting using the Zoom platform on Tuesday, January 26, 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 01 March 2021 by his Order 21-03, 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 7:00 p.m. 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; Ed Dabrowski, IT Consultant; and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: Dan Botich, Associate & Sr. Economic Development Professional, Short Elliott Hendrickson, Inc. (SEH); John Jurisa, Weichert Realtors; Two unidentified attendees.

General Substance of the Discussion

- 1. Review of the Plenary Business Meeting Agenda:** Ms. DeGuilio-Fox reviewed the plenary business meeting agenda with the Commissioner's paying specific attention to Resolution 2021-02 regarding amending the Redevelopment Commission Rules & Regulations in order to change the meeting time, Resolution 2021-07 regarding the transference of the Depot to the Parks & Recreation Department and Resolution 2021-08 regarding the broker agreement allowing the former Bult Oil property to be listed and sold by Weichert Realty. Discussion ensued to clarify specific points regarding the resolutions.
- 2. Parking Lot Project Highway & Kennedy – Update:** Ms. DeGuilio-Fox reported an onsite meeting with the contractor, project manager and Highland department heads involved in the project had been conducted. A few minor elements of the Depot will be completed when materials arrive and, as reported previously, asphalt corrections will be made when the weather breaks in the spring. Discussion ensued.
- 3. Bult Oil Property – Discussion:** Director DeGuilio-Fox introduced the broker agreement that the Commissioners will consider during their plenary session and also introduced Mr. John Jurisa of Weichert Realty. Discussion ensued.

There being no further discussion the study session was adjourned. The January 26, 2021 study session of the Highland Redevelopment Commission was adjourned at 7:14 P.M.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
PLENARY MEETING MINUTES - DRAFT
TUESDAY, JANUARY 26, 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 now extended through 01 March 2021 by his Order 21-03, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Plenary Business Meeting was called to order at 7:14 p.m. by Commission President Cyril (Cy) Huerter.

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

Roll Call: Commissioners present included Sean Conley, George Georgeff, Cyril 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, Town Council Liaison to the Redevelopment Commission; Ed Dabrowski, IT Consultant and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: Dan Botich, Associate & Sr. Economic Development Professional, Short Elliot Hendrickson, Inc. (SEH); John Jurisa, Weichert Realtors; Two unidentified attendees.

Minutes of the Previous Sessions: Commission President Cy Huerter called for a motion to approve minutes. Commissioner Robyn Radford moved to approve the minutes of the Study Session and Plenary Business meeting of December 15, 2020, the minutes of the Special Plenary Business Meeting of January 12, 2021 and the January 12, 2021 Study Session. Commissioner George Georgeff seconded the motion. There being no discussion, Commission President called for a roll call vote. Upon a roll call vote, the motion passed. The minutes were approved by a voice vote of five affirmatives and no negatives.

Special Orders: None

Public Comment: Dan Botich of SEH commented that he and his team have enjoyed working with the Town of Highland. He went on to mention that the not-to-exceed amount of the contract under consideration this evening has not changed, nor have the expense rates, and that he tries to be sensitive to the Redevelopment budget. There were no questions asked of Dan. Cy noted that there were telephone numbers shown for attendees and asked if there were comments or questions from the public. There was no response and no one identified themselves.

Communications: None

Unfinished Business and General Orders: None

New Business:

1. **Consideration of Resolution 2021-02: Resolution of the Highland Redevelopment Commission to Amend Rules & Regulations Adopted by Resolution 2019-25 Pursuant to Its Authority Under IC 36-7-14-8 (c) and (g).** Director DeGuilio-Fox reminded the Commissioners as to the reason for this resolution. Commissioner Radford asked if changing the day and meeting time were the only changes being made. Ms. DeGuilio-Fox responded that was correct and directed the Commissioner's attention to Resolution 2019-25 also attached to Resolution 2021-02. Having duly

considered Resolution 2021-02 and there being no further discussion, Commission President Cy Huerter called for a motion to approve. Commissioner Robyn Radford made a motion to adopt Resolution 2021-02. Commissioner Bill Leep seconded the motion. There was no further discussion. Commission President Cy Huerter called for a roll call vote. Upon a roll call vote the motion passed by a voice vote of five affirmatives and no negatives.

2. **Consideration of Resolution 2021-03: Resolution of the Highland Redevelopment Commission Approving and Adopting an Agreement for Legal Services to the Highland Redevelopment Commission for 2021.** Commission Radford asked if the commission shouldn't consider an alternative legal firm. She advised that she knew of communication and other issues that were experienced in 2020. Discussion ensued. There being no further discussion Commission President Cy Huerter called for a motion in consideration of Resolution 2021-03. Commissioner Radford moved to table Resolution 2021-03. Commissioner Leep seconded the motion. There was no further discussion. Commission President Huerter called for a roll call vote. Upon a roll call vote the motion to table Resolution 2021-03 passed by a voice vote of five affirmatives and no negatives.
3. **Consideration of Resolution 2021-04: Resolution of the Highland Redevelopment Commission Approving and Agreement for Financial Professional Services and General Redevelopment Consulting to the Highland Redevelopment Commission for 2021:** Having discussed this resolution and heard from Mr. Botich, Ms. DeGuilio-Fox asked if there was any additional information needed by the Commissioners. There being none, Commission President Huerter called for a motion to approve Resolution 2021-04. Commissioner Leep made a motion to approve. Commissioner Sean Conley seconded the motion. There being no further discussion Commission President Cy Huerter called for a roll call vote. Upon a roll call vote the motion passed by a voice vote of five affirmatives and no negatives.
4. **Consideration of Resolution 2021-05: Resolution of the Highland Redevelopment Commission Approving an Agreement for General Engineering Services to the Highland Redevelopment Commission for 2021.** Because the Commission is familiar with the services provided by NIES Engineering the resolution required no discussion. Commission President Cy Huerter called for a motion in consideration of Resolution 2021-05. Commissioner George Georgeff moved to accept Resolution 2021-05. Commissioner Radford seconded the motion. Hearing no discussion, Commission President Huerter called for a roll call vote. Upon a roll call vote the motion to accept passed by a voice vote of five affirmatives and no negatives.
5. **Consideration of Resolution 2021-06: Resolution of the Highland Redevelopment Commission Adopting and Approving an Agreement for Grant Planning and Development Services to the Highland Redevelopment Commission for 2021.** Because the Commission is familiar with the services provided by Karnerblue Era, the resolution required no discussion. Commission President Cy Huerter called for a motion in consideration of Resolution 2021-06. Commissioner Leep moved to adopt and approve Resolution 2021-06. Commissioner Georgeff seconded the motion. Hearing no discussion, Commission President Huerter called for a roll call vote. Upon a roll call vote the motion to accept passed by a voice vote of five affirmatives and no negatives.
6. **Consideration of Resolution 2021-07: Resolution of the Highland Redevelopment Commission Authorizing, Accepting and Approving the Conveyance, Return and Transfer of a Certain Parcel of Land and/or its Improvements to the Parks and Recreation Department and the Public Works Department (agency) of the Town of Highland in Consequence of the Completion of the Redevelopment Project and Improvement Work Performed by the Redevelopment Department.**

Director DeGuilio-Fox briefly explained the purpose of the resolution and reminded the Commissioners that transferring the Depot at the renovated parking lot had been intended from since planning the project. She reminded the Commissioners that it the bike trail and adjacent areas fall within the purview of the Parks and Recreation Department and therefore a logical next step for this project. Brief discussion ensued. Commission President Cy Huerter called for a motion in consideration of Resolution 2021-07. Commissioner Georgeff moved to authorize, accept and approve the resolution. Commissioner Conley seconded the motion. There being no further discussion, Commission President Huerter called for a roll call vote. Upon a roll call vote the motion passed by a voice vote of five affirmatives and no negatives.

7. **Consideration of Resolution 2021-08: Resolution of the Highland Redevelopment Commission Approving an Agreement for Broker Services to the Highland Redevelopment Commission for 2021.** Commissioners briefly discussed parameters of the agreement. There being no further discussion, Commission President Huerter called for a motion. Commissioner Conley made a motion to approve Resolution 2021-08. Commissioner Leep seconded the motion. There being no further discussion, Commission President Huerter called for a roll call vote. Upon a roll call vote the motion passed by a voice vote of five affirmatives and no negatives.
8. **Authorization of the 2021 Highland Redevelopment Commission meeting schedule.** Director DeGuilio-Fox directed the Commissioners attention to the 2021 meeting schedule included in their packet. Having discussed the 2021 meeting schedule there were no additional comments from Commission members. Commission President Huerter called for a motion. Commissioner Radford made a motion to approve the 2021 meeting schedule. Commissioner Georgeff seconded the motion. There being no discussion on the matter Commission President Huerter called for a roll call vote. Upon a roll call vote the motion passed by a voice vote of five affirmatives and no negatives.
9. **Approval of 2021 Highland Redevelopment Goals.** A review of the goals and lengthy discussion took place. Upon arriving at several agreed upon changes the Commissioners asked that approval be tabled until the changes could be incorporated and once again reviewed. Commission President Huerter called for a motion. Commissioner Georgeff made a motion to table approval of the 2021 goals. Commissioner Leep seconded the motion. There was no further discussion. Commission President Huerter called for a roll call vote. Upon a roll call vote the motion passed by a voice vote of five affirmatives and no negatives.

Action to Pay Accounts Payable Vouchers: Commissioner Leep made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 17, 2020 through January 27, 2021 and the payroll dockets for December 4, 2020, December 31, 2020 and January 15, 2021, in the amount of \$69,588.22. Commissioner Radford seconded the motion to approve the Accounts Payable Vouchers. There being no further discussion Commission President Huerter called for a roll call vote. Upon a roll call vote the motion passed with five affirmatives and no negatives.

Vendors Accounts Payable Docket:

Redevelopment General Fund, \$29,588.22; Highland Economic Development, \$0.00; Redevelopment Capital Fund, \$40,000.00; Downtown Redevelopment District Allocation Area, \$0.00; Redevelopment Bond & Interest, \$0.00; CEDIT Economic Development Income Tax Fund, \$0.00 and Cardinal Campus Allocation Area, \$0.00. Total: \$69,588.22.

**Payroll Docket for Payday of December 4, 2020, December 31, 2020 and January 15, 2021:
Redevelopment Department: Total Payroll: \$16,457.26**

Business from the Commissioners: 1. Commission Georgeff reported he stopped at the Hoddypeaks to take a look at how the renovations are progressing. It's looking good however Alex is having an issue with getting his brewing license from the State of Indiana. Apparently the gentleman who processes the applications for the State is only working two days each week and doesn't have time to approve the Hoddypeaks license. Brief discussion ensued. Commissioner Radford asked about wayfinding signs. Director DeGuilio-Fox suggested that project be added to the goal list. Discussion ensued. There was no further business from the Commissioners.

Next Meeting: President Huerter advised that the next Study Session is scheduled for Tuesday, February 9, 2021 and will convene at 6:30 PM. The next Plenary Business Meeting is scheduled for Tuesday, February 23, 2021 immediately following the study session. A Study Session will reconvene following the public meeting, if deemed necessary. The next meeting of the Highland Main Street is scheduled to convene on Thursday, February 4, 2021 at 6:30 p.m. Due to the Executive Orders issued by Governor Holcomb in response to the COVID-19 pandemic, a decision will be made as to whether meetings will be convened electronically or if the opening of the Town Hall will allow for a public meeting to be held in Council Chambers.

Adjournment: There being no further business, Commission President Huerter called for a motion to adjourn. Commissioner Georgeff made a motion to adjourn. Commissioner Radford seconded the motion. Upon a roll call vote the motion passed by a voice vote of five affirmatives and no negatives. The January 26, 2021 public meeting of the Highland Redevelopment Commission was adjourned at 8:27 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES - DRAFT
TUESDAY, FEBRUARY 9, 2021**

Members of the Highland Redevelopment Commission ("RC", "Commission") met in an electronically convened meeting using the Zoom platform on Tuesday, February 9, 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 01 March 2021 by his Order 21-03, 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 6:30 p.m. 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; Ed Dabrowski, IT Consultant; and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: John Jurisa, Weichert Realtors; One unidentified attendee.

General Substance of the Discussion

1. **Highland Plaza Development – Scott Phillips, RPS Capital:** Ms. DeGuilio-Fox directed everyone's attention to the presentation slides that had been sent to them and then Introduced Scott Phillips, Managing Partner, RPS Capital. He described the issues realized by vacant retail centers, how America's Antique Mall will drive growth at the Highland Plaza as well as the business concept of that type of shopping experience. Discussion ensued.
2. **Wayfinding Sign Project – Discussion:** Ms. DeGuilio-Fox advised that she is seeking information regarding wayfinding sign projects in other communities and will work to have information to present at the commissioners upcoming meeting. Discussion ensued. The Commissioners agreed it is a project worth planning.
3. **2021 Goals – Review:** Brief discussion was held regarding the 2021 goals and whether the essence of the discussion during the Commissioner's January 26th meeting was captured or not. The goals will be included on the upcoming agenda.
4. **Bult Oil Property – Discussion:** Mr. Jurisa provided an updated report on the former Bult Oil property. He advised he had received a copy of the sewer and water system maps from Public Works. Discussion ensued regarding existing water and sanitary systems, including identifying that certain properties are still on septic. Discussion ensued. A brief discussion was also held in regard to the vagrant that the broker found evidence of in the old shed on the property. Ms. DeGuilio-Fox advised she'd spoken to Assistant Chief Vassar at Highland PD, Ken Mika and Mark Knesek. Both will engage in ridding the shed of the paper and items left there from previous use as well as the vagrant's tent.
5. **Redevelopment Commission Comments:** Commissioner Huerter asked if they would be ready to move forward with a decision regarding legal representation. Other Commissioners also commented and asked questions. Discussion ensued. Director DeGuilio-Fox reported she'd had a lengthy discussion with Mr. Reed about serving again as legal counsel and thought he understood what the commission

expects and needs from counsel. Councilman Sheeman remarked that it is up to the Commissioner to decide but that he thinks Mr. Reed understands the particular requirements of a Redevelopment Commission since he served as a councilman in Munster.

There being no further discussion Commission President Huerter asked for a motion to adjourn the study session. Commissioner Leep moved to adjourn and the motion was seconded by Commissioner Radford. By a voice vote of five affirmatives and zero negatives the February 9, 2021 study session of the Highland Redevelopment Commission was adjourned at 7:48 P.M.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**THE TOWN OF HIGHLAND
HIGHLAND REDEVELOPMENT COMMISSION
RESOLUTION 2021-03**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION
APPROVING AND ADOPTING AN AGREEMENT FOR LEGAL SERVICES TO THE
HIGHLAND REDEVELOPMENT COMMISSION FOR 2021**

Whereas, The Redevelopment Commission of the Town of Highland is authorized to undertake redevelopment activities under IC 36-7-14 and Chapter 216 of the Highland Municipal Code, which are public uses and purposes for which public money may be spent and private property may be acquired, and

Whereas, Redevelopment activities include performing all acts incident to the statutory powers and duties of a redevelopment commission; and

Whereas, The Redevelopment Commission may adopt rules and bylaws it considers necessary for the proper conduct of their proceedings, the carrying out of their duties; and

Whereas, The Redevelopment Commission is authorized to negotiate and enter into contract by statute; and

Whereas, The Redevelopment Commission needs legal advice to carry out its duties; and,

Now Therefore Be It Hereby Resolved by the Highland Redevelopment Commission, Highland, Lake County, Indiana:

That it is in the best interest of the Town to enter into an Agreement with the law offices of Abrahamson, Reed & Bilse for the year of 2021 at an hourly rate of One Hundred Ninety and 00/100 Dollars (\$190.00) per hour.

DULY PASSED and RESOLVED by the Highland Redevelopment Commission, Highland, Lake County, Indiana, this 23rd day of February, 2021 having passed by a vote of ____ in favor and ____ opposed.

**REDEVELOPMENT COMMISSION of the
TOWN of HIGHLAND, INDIANA**

Cyril Huerter, President

ATTEST:

Robyn Radford, Secretary

ABRAHAMSON, REED & BILSE

ATTORNEYS AT LAW
8230 HOHMAN AVENUE
MUNSTER, INDIANA 46321

KENNETH DEARBORN REED
(1937-2008)

HAROLD ABRAHAMSON
SCOTT R. BILSE
JOHN P. REED

Telephone Number: (219) 595-5306 ext. 236
Facsimile Number: (219) 513-9754
Email: jpratlaw@aol.com

January 6, 2021

VIA EMAIL: kdegulio-fox@highland.in.gov
Kathy Degulio-Fox
Redevelopment Director
Town of Highland, Indiana

In re: Legal Services

Kathy:

In response to your email of January 5, 2021, I am very happy to offer my continued services to the Redevelopment Commission of the Town of Highland. My current billing rate of \$190.00 per hour will hold for 2021, without increase. I very much enjoy working with the Commission. This year has presented more challenges than any of us are accustomed to, but we still made it. Hopefully work can return to normal sooner rather than later. Thank you for your kind consideration.

Very truly yours,

/s/ *John P. Reed*

2021 Goals
HIGHLAND REDEVELOPMENT COMMISSION

1. **Development of Kennedy/Condit corridor of Downtown Highland**
 - A. Determine best and highest use of property 1st Qtr
 - B. Determine potential use/projects Ongoing
 - C. Meet with developer(s) to discuss potential PUD 2nd Qtr
 - D. Appraisals/assemble properties for PUD footprint 2nd Qtr
 - E. Research zoning and property use 2nd Qtr
 - F. Consider Development of Container Market 3rd Qtr
 - G. Consider use of Master Developer 2nd Qtr
 - H. Identify possible financing for project 3rd Qtr
 - I. Begin negotiations for sale and development of properties Ongoing
 - J. Determine when offering incentives is applicable Ongoing

2. **Wayfinding Sign Project**
 - A. Area evaluation 1st Qtr
 - B. Traffic – pedestrian & vehicular – evaluation 1st Qtr
 - C. Cost, installation and maintenance elements 1st Qtr
 - D. Design and placement 1st Qtr

3. **Continue Commercial Property Improvement Grant Program**
 - A. Consider applications Ongoing
 - B. Review and approve grant application(s) Ongoing
 - C. Fund at least two façade grant properties (\$40K max per property) Ongoing
 - D. Allocate initial dollars for 2022 During Budget Process 4th Qtr
 - E. Review program and projects 4th Qtr

4. **Explore Options to Develop North Kennedy/Riverfront Property Upon Relocation of Public Works Complex**
 - A. Determine best and highest use of property 1st Qtr
 - B. Pursue potential PUD development of property 1st Qtr
 - C. Identify possible financing tools 2nd Qtr
 - D. Identify potential sites for softball fields 2nd Qtr
 - E. Identify significant barriers to development 2nd Qtr
 - F. Design concepts for consideration Ongoing
 - G. Pursue developers and development agreement(s) Ongoing

5. **Review Properties for Future Development**
 - A. Update Acquisition list if necessary Ongoing
 - B. Conduct appraisals on properties when appropriate Ongoing

- C. Continue with acquisition process when appropriate Ongoing
- 6. Review Current and Expected Allocation Areas and Funds**
- A. Review a list of current Allocation Areas and Funds generated 1st Qtr
 - B. Maintain a listing of Allocation Areas with Semi-Annual Distributions Ongoing
 - C. Review current and potential projects that may utilize funds 2nd Qtr
 - D. Discuss fund use options by reviewing acquisition list and priorities 3rd Qtr
 - E. Develop a list of funding priorities and begin funding the projects 4th Qtr
- 7. Continue to Explore Feasibility of a New Business Park on Kennedy Ave and Main Street**
- A. Determine highest and best use 2nd Qtr
 - B. Planning for potential use(s) and barriers to development 2nd Qtr
 - C. Begin discussions with developers to determine highest and best use 3rd Qtr
 - D. Begin discussions with property owners, if applicable 3rd Qtr
 - E. Decide on whether an Allocation Area should be established 4th Qtr
 - F. Establish Allocation Area or other incentives for the area if necessary 4th Qtr
- 8. Public Offerings**
- A. Review recent public offering 1st Qtr
 - B. Prepare Public Offering for (former) Bult Oil site (COMPLETED) 4th Qtr
 - C. Prepare Public Offering for Kennedy Avenue properties 4th Qtr
 - D. Continue pursuit of sale 2811 and 2821 Jewett Street properties Ongoing
- 9. Develop Retention/Recruitment Plan**
- A. Review revitalization and master plans Ongoing
 - B. Review current Placemaking/efforts to assist recruitment Ongoing
 - C. Maintain data on occupancy in the downtown Ongoing
 - D. Advertise properties for sale & lease on the website Ongoing
 - E. Meet with prospective businesses to locate in Highland Ongoing
 - F. Communicate with realtors listing DT properties Ongoing
 - G. Communicate with property owners regarding lease/sale potential Ongoing
 - H. Work with Highland Main Street Ongoing
- 10. Highland Main Street**
- A. Review HMS 2020 Plan of Work; provide feedback if appropriate 1st Qtr
 - B. Appoint commissioner to serve on HMS 1st Qtr
 - C. Provide assistance with recruiting new members if required Ongoing
 - D. Review programs, projects and events and offer input/approval Ongoing
- 11. Multigenerational Housing for Kennedy Ave Corridor**
- A. Commission housing/commercial use study 1st Qtr
 - B. Meet with developer(s) to discuss potential PUD 2nd Qtr
 - C. Appraisals/assemble properties for PUD footprint 2nd Qtr

- | | |
|--|---------------------|
| D. Research zoning and property use | 2 nd Qtr |
| E. Consider use of Master Developer | 2 nd Qtr |
| F. Identify possible financing for project | 3 rd Qtr |
| G. Begin negotiations for sale and development of properties | Ongoing |
| H. Understand and Offer incentives, if applicable | Ongoing |

COMPLETED:

Downtown Lighting

- | | |
|--|---------------------|
| A. Retrofit or replace with new Highway & Jewett Street Lighting | 4 th Qtr |
| B. Pursue grant for project funding assistance | 4 th Qtr |

Revision 9, Feb 1 2021

DRAFT

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 094 REDEVELOPMENT GENERAL						
Dept 0000						
094-0000-31001	JANUARY LEGAL FEES	90889	ABRAHAMSON, REED & BILSE	JANUARY LEGAL FEES	285.00	
094-0000-31001	DECEMBER 2020 LEGAL EXPENSES	90892	ABRAHAMSON, REED & BILSE	DECEMBER 2020 LEGAL EXPENSES	35.00	
094-0000-34001	REDEV COMMISSIONER BONDS	90893	KEYSTONE BONDING&SURETY AGEN	REDEV COMMISSIONER BONDS	300.00	
094-0000-34023	DENTAL INS	90756	TOWN OF HIGHLAND INS FUND (V	JANUARY 2021 HEALTH/LIFE INS PREM :	102.15	33508
094-0000-34023	HEALTH INS	90757	TOWN OF HIGHLAND INS FUND (V	FEBRUARY 2021 HEALTH/LIFE INS PREM :	3,232.52	33509
094-0000-34043	LIFE INS	90756	TOWN OF HIGHLAND INS FUND (V	JANUARY 2021 HEALTH/LIFE INS PREM :	15.88	33508
094-0000-34043	LIFE INS	90757	TOWN OF HIGHLAND INS FUND (V	FEBRUARY 2021 HEALTH/LIFE INS PREM :	15.88	33509
094-0000-35008	UTILITIES-2821 JEWETT	90890	NORTHERN IN PUBLIC SERVICE	CUTILITIES-2821 JEWETT	65.11	
094-0000-35008	UTILITIES-2811 JEWETT	90891	NORTHERN IN PUBLIC SERVICE	CUTILITIES-2811 JEWETT	133.42	
094-0000-35008	STORM-8620 KENNEDY	90883	TOWN OF HIGHLAND UTILITIES	STORM- 8620 KENNEDY	61.03	
094-0000-35008	STORM-8618 KENNEDY	90884	TOWN OF HIGHLAND UTILITIES	STORM-8618 KENNEDY	61.03	
094-0000-35008	STORM-8612 KENNEDY	90885	TOWN OF HIGHLAND UTILITIES	STORM- 8612 KENNEDY	15.22	
094-0000-35008	STORM-8610 KENNEDY	90886	TOWN OF HIGHLAND UTILITIES	STORM-8610 KENNEDY	15.22	
094-0000-35008	STORM-2605 CONDIT	90887	TOWN OF HIGHLAND UTILITIES	STORM-2605 CONDIT	15.22	
094-0000-39020	D/S REDEV ICT ALLOCATIONS RES	90674	IT INTERNAL SERVICE FUND	D/S REDEV. ICT ALLOCATIONS RES 202:	10,588.30	33465
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	90522	PAYROLL ACCOUNT	1/29 PRL D/S TRANSFER REDEVELOPME	5,309.36	33494
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	90695	PAYROLL ACCOUNT	2/12PRL D/S TRANSFER REDEVELOPMENT	5,031.96	
			Total For Dept 0000		25,282.30	
			Total For Fund 094 REDEVELOPMENT GENERAL		25,282.30	
Fund 107 CARDINAL CAMPUS ALLOCATION						
Dept 0000						
107-0000-39011	PAYMENT OF PRINCIPAL	90519	REGIONS BANK	CARDINAL CAMPUS PROJECT ECONOMIC D:	145,000.00	999299
107-0000-39012	BD PAYMENT OF INTEREST	90519	REGIONS BANK	CARDINAL CAMPUS PROJECT ECONOMIC D:	26,715.07	999299
			Total For Dept 0000		171,715.07	
			Total For Fund 107 CARDINAL CAMPUS ALLOCATION		171,715.07	
Fund 250 CREDIT ECON. DEV. INCOME TAX FUND						
Dept 0000						
250-0000-35010	ENGINEERING SERVICES	90888	WEAVER HOLDINGS, LLC	ENGINEERING SERVICES	807.00	
			Total For Dept 0000		807.00	
			Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND		807.00	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund Totals:						
				Fund 094 REDEVELOPMENT GENERAL	25,282.30	
				Fund 107 CARDINAL CAMPUS ALLOCATIO	171,715.07	
				Fund 250 CREDIT ECON. DEV. INCOME T.	807.00	
					<u>197,804.37</u>	

User: DMJ

EXP CHECK RUN DATES 01/25/2021 - 01/25/2021

DB: Highland

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT						
Dept 0000						
101-0000-39011	PAYMENT OF PRINCIPAL	90527	HUNTINGTON NATIONAL BANK	REDEVELOPMENT DISTRICT BONDS SERIE:	105,000.00	999298
101-0000-39012	BD PAYMENT OF INTEREST	90527	HUNTINGTON NATIONAL BANK	REDEVELOPMENT DISTRICT BONDS SERIE:	8,583.75	999298
			Total For Dept 0000		113,583.75	
			Total For Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT		113,583.75	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 01/25/2021 - 01/25/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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

Fund 101 REDEVELOPMENT BND & INT N	113,583.75
	<u>113,583.75</u>