

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
MONDAY, FEBRUARY 4, 2019**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Monday, February 4, 2019 in the Council Chambers of the Municipal Building located at 3333 Ridge Road, Highland, Indiana. President Bernie Zemen called the Study Session to order at 7:00 p.m. Minutes were prepared by Kathy DeGuilio-Fox, Redevelopment Director.

Roll Call: Commissioners present were Michael Griffin, Mark Herak, Dan Vassar, Steve Wagner and Bernie Zemen. A quorum was attained.

Additional Officials Present: Pat Krull, School Town of Highland Commissioner and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: Larry Kondrat, Board of Waterworks and Ed Dabrowski, IT Consultant.

General Substance of the Discussion

- 1. February 18, 2019 Meeting Date Confirmation** – Director DeGuilio-Fox reminded the Commissioners that Monday February 18th is a holiday and the Town Hall is closed. Ms. DeGuilio-Fox asked if the Commissioners wanted to have the meeting as scheduled or cancel it for another day. The Commissioners agreed they would come in and the meeting would be convened as scheduled.
- 2. Commercial Property Improvement Grant** –
 - a. **New Application:** Director DeGuilio-Fox advised that a new application had been received from Nick and Pat Popa, Popa Heating & Cooling, for a façade improvement of 2933 Jewett. A brief description of the project was presented as follow up to materials emailed earlier. Discussion ensued. A resolution approving the project will be presented at the February 18th meeting.
 - b. **Highland-Griffith Chamber of Commerce:** Ms. DeGuilio-Fox asked the Commissioners to recall that criteria of the Commercial Property Improvement Grant Application was changed when the grant program was revised in 2018. The updated criteria included the requirement that recipients join the Highland-Griffith Chamber of Commerce, participate in the Highland Main Street Bureau and/or donate to a local not for profit. Ms. DeGuilio-Fox reported that the Chamber Executive Director had called to question whether encouraging grant recipients to join the Chamber was a good idea or not. That conversation was relayed. Commissioners were advised that once the Chamber Executive Director has spoken to her Board of Directors about it she would advise accordingly. Discussion ensued. More information will be provided at the February 18th meeting.
- 3. Highland Tax Abatements** – Ms. DeGuilio-Fox advised that two final CF-1’s and supporting documents are outstanding. The information is being reviewed as they arrive and when all CF-1’s have been received a spreadsheet will be prepared and sent to the Council members for their review in preparation for a determination of compliancy. Director DeGuilio-Fox reported that tax abatement reviews will be held on February 18th during the Redevelopment

Commission meeting. This was an error on the Director's part. The annual documents will be included on the Council's February 25th agenda.

4. **Bult Oil Property** – Director DeGuilio-Fox reported having multiple conversations with the EPA contractor Tetra Tech and more recently, since the government shutdown ended, with the EPA regional director. The amount of remediation to be conducted appears to be minor however additional discussion will be conducted so an exact determination may be made as to what will be required. Ms. DeGuilio-Fox reported that the EPA regional director and federal contractor has been very responsive and excellent to work with. Updates will be provided as they are available. Discussion ensued.
5. **Highland Main Street Bureau** – There was no update on the Community Garden project. However, Ms. DeGuilio-Fox did report that there are potentially five additional board members for the Commissioners to consider. Follow up with those individuals is being conducted and the Commissioners will be advised when final determinations as to the interest has been completed. Four of the five are downtown business owners and one a resident of Highland. HMS continues to look into whether the Highland-Griffith Chamber of Commerce will assign a liaison or not. Ms. DeGuilio-Fox expressed how encouraged she is by the interest and participation of the downtown business community. She believes this participation is important for the downtown.
6. **2936 Highway Renovations** – Ms. DeGuilio-Fox reported her conversation with the owner of the building and that his intention is to have electrical permits pulled this week and work started on that piece of the renovation. Next week he hopes to get plumbing completed. Then, drywall will follow with work planned for completion by the 3rd or 4th week of February. A conversation that the owner had with the new tenant, Maria's Bueno Cocina, was reported. Mrs. Curiel had expressed her interest in receiving another 2-3 week extension on her lease and permission to remain at 8620 Kennedy Avenue until mid-March. Discussion ensued. The Commissioners expressed their opinion that the Curiel's have had more than sufficient time and asked that the Redevelopment Director relay to her that they would like her to vacate the property by February 28th as planned.

There being no further business, the February 4, 2019 study session of the Highland Redevelopment Commission was adjourned at 7:34 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.