

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

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Monday, March 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 7:05 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:** Rhett Tauber, Tauber Law and Kathy DeGuilio-Fox, Redevelopment Director. School Town of Highland Commissioner, Pat Krull, was absent.

*Also Present:* Susan Murovic, Board of Zoning Appeals; Larry Kondrat, Board of Waterworks and Ed Dabrowski, IT Consultant.

Guests: Nicole Mazur was also in attendance.

**General Substance of the Discussion**

**1. Commercial Property Improvement Grant –**

- a. Grant Application Extension Request: Director DeGuilio-Fox advised the Commissioners that the recipients of a façade improvement grant, approved on April 16, 2018, for property located at 2646 Highway Avenue had requested an extension on their completion deadline. Ms. DeGuilio-Fox reminded Commissioners that the application states that grant recipients who do not complete the improvements by the deadline should reapply. However, she also advised that it is within their purview to make an exception and extend the deadline date without considering a reapplication. The requested extension is forty-five (45) days which would change the deadline from April 16, 2019 to May 31, 2019. The Commissioners asked that a resolution allowing for the change be presented to them at their March 18, 2019 meeting.
- b. Grant Application Language Amendment: Because of recent questions from the Highland-Griffith Chamber of Commerce in regard to language in the application requiring recipients to become Chamber members, Ms. DeGuilio-Fox inquired as to whether the Commissioners would like to consider amending the language of item #5 and #6 on page four (4) under the Guidelines and Application Process section. Discussion ensued. Commissioners agreed to leave item #5 unchanged considering a Chamber membership is renewed annually and the grant recipient does not have to renew their membership the year following their grant award. However, the Commissioners also determined that they would prefer to amend the language in Item #6 to read, “Recipients must support, through a cash donation of \$100.00 or more, a local Highland charitable 501(c)(3) organization, the School Town of Highland and/or the Highland Main Street Downtown Arts District.” Ms. DeGuilio-Fox was asked to bring an amended application document to the March 18<sup>th</sup> meeting for approval.

- 2. Acquisition List – Complete Process:** Ms. DeGuilio-Fox advised that on May 15, 2017 the Commissioners adopted Resolution 2017-13 which began the amending process of the

Redevelopment Commission acquisition list. After the Plan Commission adopted order No. 2017-01 and the Town Council adopted Resolution 2017-48 the process stalled. Ms. DeGuilio-Fox suggested the process be completed. Discussion ensued. The Commissioners agreed that the process should be finalized at the March 18<sup>th</sup> meeting and future amendments considered thereafter.

**3. 8620 Kennedy Avenue:**

Commissioners were advised:

- a. The property has been vacated;
- b. We are awaiting NIPSCO retirement of the gas and electric service;
- c. We are awaiting termination of water service;
- d. Safe Environmental and Actin will be scheduled as soon as possible;
- e. A security deposit in the amount of \$1,300.00 is to be returned to the tenant now that the building has been vacated as stated in the lease.

Discussion ensued. The Commissioners asked that a letter be prepared and presented to the Redevelopment Commission on March 18, 2019 for signature by the Redevelopment Commission President.

4. Ms. DeGuilio-Fox inquired as to whether the Commissioners would like to cancel or reschedule the Monday, May 6<sup>th</sup> study session. The Commissioners determined that the meeting would be canceled due to it being the evening prior to an election. The Council Chambers are traditionally used as a voting site and machines are set up the evening prior to the election so the room would not be available for the study session.
5. Comments from the Commissioners: Discussion ensued regarding various topics including properties that are on or should be added to the acquisition list and which property owners should be approached to learn of their interest in selling to the Redevelopment Commission.

There being no further business, the March 4, 2019 study session of the Highland Redevelopment Commission was adjourned at 7:35 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.