

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
TUESDAY, SEPTEMBER 22, 2020**

Members of the Highland Redevelopment Commission ("RC", "Commission") met in an electronically convened meeting using the Zoom platform on Tuesday, September 22, 2020. 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 2 October 2020 by his Order 20-41, 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 7:05 p.m. by Redevelopment Director Kathy DeGuilio-Fox.

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

Roll Call: Commissioners present included Jack Havlin, Cyril Huerter, Robyn Radford, Renee Reinhart and Tony Washick. 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 Reed, Redevelopment attorney, Abrahamson, Reed & Bilse; Ed Dabrowski, IT Consultant; and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: Bill Leep, Vice President of Pleasant View Dairy, Highland, Indiana and former Redevelopment Commission member.

General Substance of the Discussion

1. **Review of Plenary Session Agenda:** Ms. DeGuilio-Fox reviewed the agenda items that the Commissioners were to address during their plenary business meeting. She explained that due to the new commissions' appointments the group would participate in reorganizing exercises immediately and then proceed with their business.
2. **Parking Lot Project Highway & Kennedy - Update:**
 - a. **Construction:** For the benefit of the new commissioners Director DeGuilio-Fox initially reviewed the ownership structure of the parking lot that Redevelopment is renovating. A brief overview was given of the construction activities since the last report. Director DeGuilio-Fox reported having received a fully executed final approval letter, for the current improvement project, from Buckeye Pipeline. A few minor changes have been required by Buckeye however they will not have an overall impact on the project. The size of one of the rain gardens must be reduced however that will provide a savings to the project costs.
 - b. **EV Charging Stations:** A brief overview of current construction activities as related to the EV charging stations was provided by Ms. DeGuilio-Fox. Commissioners were reminded of the financial responsibilities that Redevelopment accepts as an INDOT grant recipient should the Commission receive a grant award. Ms. DeGuilio-Fox advised that she has been working with South Shore Clean Cities who is submitting the grant application for all of their partners. Discussion ensued.
 - c. **Khatra Petro:** Ms. DeGuilio-Fox reviewed the relevance of this item to the overall project. No other updates were reported.
3. **Downtown Streetlight Retrofit or Replacement – Update:** Director DeGuilio-Fox provided an overview of the current streetlights and the project currently being considered by the Commission. She described the potential retrofit vs new lighting cost issues. The Commissioners were informed that the

retrofit that Chicago Light Works had recommended did not fit when they attempted to install them. They have others that could be recommended however Ms. DeGuilio-Fox advised that she had not had time to enter into those discussions and that we are still waiting for the two units to arrive that Holophane/AEL ordered so they can be tested. Once they arrive at Midwestern Electric they will be installed and tested. A determination will be made thereafter as to what the next steps we will be. Ms. DeGuilio-Fox also brought up a discussion point from previous meetings and asked that the new commissioners think about whether installing new lights is maintenance and whether Redevelopment should be doing that or not. Commissioner Reinhart asked about installing tree lights in the downtown if the Commission does not have the capacity to install new street lamps. Ms. DeGuilio-Fox mentioned that we'd have to research whether there is a proximate power source to use for the tree lights. Commissioner Huerter asked who would maintain the lights should they be installed in downtown trees. Discussion ensued. Everyone agreed that although they may pay for the installation of streetlights or tree lights or build or renovate property that enhances the downtown they should not have to be accountable for the maintenance of those additions. Ms. DeGuilio-Fox shared that this has been an issue in the past with other departments believing that Redevelopment should maintain whatever is done as part of their work.

4. **Container Market – Discussion:** Ms. DeGuilio-Fox provided the history of this potential project and the location. She directed the commissioner's attention to the article she'd provided them regarding the Munster container market project. Ms. DeGuilio-Fox then provided information regarding questions previously asked about the potential container market including ROI, lease rates and leasing responsibilities as well as potential interest. Ms. DeGuilio-Fox also described four businesses who have expressed interest in becoming tenants. Discussion ensued. Commissioner Huerter asked about engaging a developer for the project. Ms. DeGuilio-Fox reminded the Commissioners that developers will always request incentives and expect the Town to be a financial partner with them. And, she reminded them that the corner is small so the developer will want to be certain they can recoup their investment. John Reed mentioned the developer of the Munster container market. Ms. DeGuilio-Fox asked if the Town of Munster bonded for that project. John Reed explained the very specific arrangement that Munster and the developer entered into which included the developer buying his own bonds. Mr. Reed will provide the contact information to Director DeGuilio-Fox.
5. **Wayfinding Signs – Discussion:** Director DeGuilio-Fox introduced the idea of selecting wayfinding signs to install in and near the parking lot and throughout the downtown area to direct visitors and residents to restaurants and other destination spots. She also mentioned the interpretive art and signage on the Depot that will be installed at the end of the project. She mentioned that one of the signs on the Depot will be a map of the mural locations throughout the downtown and that Highland Main Street is planning to create a self-guided tour of the murals using an app accessible on visitor's cell phones. Cy expressed his approval of the wayfinding signs. Discussion ensued.
6. **Commercial Property Improvement Grant – Information for Discussion:** Director DeGuilio-Fox directed everyone's attention to the program guidelines and year to date report of the overall expenditures as well as the pending grants that had been sent to them. She provided information about all of the projects in progress: Les Café, Belmonte Family on Jewett, Fuzzyline Brewery on Condit and DEF on Highway. Ms. DeGuilio-Fox also mentioned that for the past several years Redevelopment has received an annual budget allocation of \$100,000 for the program and hopes to get the same for 2021 in spite of budget reductions. Ms. DeGuilio-Fox also mentioned a business hoping to expand from Valparaiso to Highland that has inquired about potential incentives, including a Commercial Property Improvement Grant, in the event that they purchase a building on Indianapolis Blvd (outside the Downtown Redevelopment Area). She asked if the Commission would consider this retail business for a grant award in light of the fact that the program was established specifically to improve properties in

the Downtown Redevelopment Area. Discussion ensued. Commissioner Huerter felt that if an application was brought to the commission they would certainly consider it.

7. **Highland Main Street – Restaurant Crawl:** Director DeGuilio-Fox announced to the group the details of the Downtown Restaurant Crawl and directed everyone's attention to the flyer included in their packet. She encouraged the Commissioners to participate on Tuesday September 29th from 5-9PM reminding everyone of the difficult year the restaurants and small businesses have had due to the COVID pandemic. Discussion ensued. Commissioner Reinhart suggested posting the flyer in all of the business windows and doors in the downtown. Ms. DeGuilio-Fox agreed that she would share that suggestion with the Highland Main Street group.
8. **SIP Lease Renewal:** Director DeGuilio-Fox advised that the SIP lease is coming due for renewal and that, as in past years, she is recommending a 3% increase be included. She reported that an increase of 3% would add about \$23.00 per month. Discussion ensued. Additional information was provided including in regard to the NIPSCO bills that Redevelopment pays. SIP has several freezers/refrigerators in the garage behind the restaurant and does not pay for the power that is used for the refrigeration nor the pantry lighting. This space was never added to their lease. The end result of discussion was that the Redevelopment Director was instructed to increase the 2021 lease renewal by 3%.
9. **Redevelopment Commissioner Comments:** Commissioner Huerter inquired as to whether the group who had expressed interest in purchasing 2811 and 2821 Jewett continue to be interested. Discussion ensued. There were no additional comments or concerns.

There being no further business, Commissioner Radford moved to adjourn the study session. The motion was seconded by Commissioner Huerter. The motion passed by a voice vote of five affirmatives and no negatives. The September 22, 2020 study session of the Highland Redevelopment Commission was adjourned at 7:30 P.M.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
PLENARY MEETING MINUTES
TUESDAY, SEPTEMBER 22, 2020**

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 2 October 2020 by his Order 20-41, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Plenary Meeting was called to order at 7:30 p.m. by Redevelopment Director Kathy DeGuilio-Fox.

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

The Redevelopment Director caused the selection of commission officers. Commissioner Robyn Radford made a motion to nominate Commissioner Cyril (Cy) Huerter as president. The motion was seconded by Commissioner Jack Havlin. Commissioner Havlin made a motion to nominate Commissioner Robyn Radford as vice president. Commissioner Renee Reinhart seconded the motion. Commissioner Tony Washick made a motion to nominate Commissioner Renee Reinhart as secretary. Commissioner Havlin seconded the motion. Having motions on the floor to nominate members for all three officers' chairs, The Redevelopment Director initiated a roll call vote. The motions to nominate Redevelopment Commission officers passed by a roll call vote of five affirmatives and no negatives. Officers were duly elected.

Redevelopment Director Kathy DeGuilio-Fox turned the meeting over to Commissioner Cy Huerter, President.

Roll Call: Commissioners present included Jack Havlin, Cyril Huerter, Robyn Radford, Renee Reinhart and Tony Washick. A quorum was established.

Additional Officials Present: Patrick Krull, School Town of Highland liaison and no-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: Bill Leep, Vice President of Pleasant View Dairy, Highland, Indiana and former Redevelopment Commissioner.

Minutes of the Previous Sessions: Commissioner Robyn Radford moved to approve the minutes of the Study Session and Plenary Business meeting of August 25, 2020. Commissioner Jack Havlin seconded the motion. Commissioner Havlin inquired as to whether it was appropriate for the new commissioners to approve minutes although they were not in attendance at the meeting. Redevelopment Director DeGuilio-Fox and Attorney Reed responded that it is wholly appropriate and that commissioners are not required to have been in attendance at a meeting to approve the minutes as long as they do not have concerns about the minutes. The commissioners who were in attendance at the August 25th meeting were asked if there were any necessary changes or corrections to the minutes for them to reflect appropriately the proceedings of that meeting. Hearing none President Huerter called for a motion to accept minutes. Commissioner Radford made a motion to accept the minutes of August 25th. Commissioner Havlin seconded. Upon a roll call, the motion passed. The minutes of the August 25, 2020 study and plenary sessions were approved by a vote of five affirmatives and no negatives.

Special Orders: None

Public Comment: Patrick Krull of the School Town of Highland welcomed the three new members and introduced himself to the new members as the School Town of Highland representative charged with participating and maintaining and understanding of the activities of the Redevelopment Commission as well as how funds are used. Ms. DeGuilio-Fox commented that the Redevelopment Commission is a good community partner with the School Town of Highland and directs \$100,000 from their budget each year to the School Town. Bill Leep also welcomed the new members. He commented that the Commission has numerous goals and projects under consideration and with limited resources and fund expenditures guided by statute there are sometimes very difficult choices to be made. There being no further comments from the public, the public comment portion of the meeting was closed.

Communications: None

Unfinished Business and General Orders: None

New Business:

- 1. Approval of Highland Redevelopment Commission Downtown Parking Lot Renovation Change Orders Number 1-5:** Director DeGuilio-Fox was asked to briefly explain each of the change orders. She directed the commissioners' attention to the spreadsheet provided in their packet. As requested each change order was identified and explained as well as the large credit that was afforded the project budget when contractors and the project manager realized a retaining wall would not be required. Ms. DeGuilio-Fox also identified the Grimmer invoice and advised that it is shown as an expenditure of the Payable Voucher because the contract was previously approved. This being an expenditure of that contract it is a part of the monthly voucher the commissioners will be asked to approve. Commissioner Havlin inquired about Change Order #2 and asked if the locks, Wi-Fi and other equipment related to the electricity to the two entry door jambs of the public restroom facility would also be charged to the project. Director DeGuilio-Fox responded that this would not be an additional responsibility of the Commission. She offered that the other related equipment would be the responsibility of the Highland Parks & Recreation Department once the building has been completed and transferred to them. There being no further discussion Commissioner Radford made a motion to approve the five change orders as presented. Commissioner Havlin seconded the motion. Upon a roll call vote the motion passed by a voice vote of five affirmatives and no negatives.
- 2. Action to Pay Accounts Payable Vouchers:** Commissioner Renee Reinhart made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period August 27, 2020 through September 23, 2020 and the payroll dockets for August 28, 2020 and September 11, 2020 as presented, in the amount of \$140,087.02. Commissioner Radford seconded the motion to approve the Accounts Payable Vouchers. Upon a roll call vote the motion passed with five affirmatives and no negatives.

Vendors Accounts Payable Docket:

Redevelopment General Fund, \$13,896.12; Highland Economic Development, \$0.00; Redevelopment Capital Fund, \$0.00; Downtown Redevelopment District Allocation Area, \$120,189.60; Redevelopment Bond & Interest, \$0.00; CEDIT Economic Development Income Tax Fund, \$6,001.30 and Cardinal Campus Allocation Area, \$0. Total: \$140,087.02.

Payroll Docket for Payday of August 28, 2020 and September 11, 2020: Redevelopment Department: Total Payroll: \$8009.60.

Business from the Commissioners: President Huerter welcomed the new commissioners and asked if they would like to introduce themselves and comment briefly as to what they're interested in accomplishing as a Redevelopment Commissioner. Each Commissioner responded in-kind. Commissioners Huerter and Radford also provided a brief introduction of themselves as did Director DeGuilio-Fox. Discussion ensued. Ms. DeGuilio-Fox was asked to send the 2020 Goals to the new commissioners. Ms. DeGuilio-Fox also commented that she intends to provide the new commissioners with a binder similar to that which was given to others at the beginning of their term. Commissioner Huerter inquired as to whether the members were interested in meeting in person rather than via zoom. Discussion ensued in this regard. There was a mix of responses regarding in person meetings. Director DeGuilio-Fox advised that she prefers to continue meeting via zoom for the time being and not knowing what impact the fall and winter flu seasons will bring. Ms. DeGuilio-Fox also talked about the protocols that have been set up for the Town Hall and advised that she is not ready to begin "in person" meetings again just yet with the risk of COVID-19 still very much a concern. The subject will be discussed again at a later date. Nor further business from the Commissioners was discussed.

Next Meeting: President Huerter advised that the next Study Session is scheduled for Tuesday, October 13, 2020. The next Plenary Meeting will convene on Tuesday, October 27, 2020 immediately following the study session. A Study Session will precede the public meeting and reconvene following the public meeting, if deemed necessary. The next meeting of the Highland Main Street is scheduled to convene on Thursday, October 1, 2020 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 of the Highland Redevelopment Commission, President Huerter asked for a motion to adjourn. Commissioner Radford made a motion to adjourn the meeting. Commissioner Tony Washick seconded the motion. Upon a roll call vote, the motion passed with five affirmatives and no negatives. The September 22, 2020 public meeting of the Highland Redevelopment Commission was adjourned at 9:28 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

User: DMT
 DB: Highland

GL Number

Invoice Line Desc

Ref #

Vendor

Invoice Description

Amount

Check #

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 094 REDEVELOPMENT GENERAL						
Dept 0000	REFUND FOR 2020 CAR CRUISE SPC88577			1 SOURCE PRIVATE INVESTIGATION/REFUND FOR 2020 CAR CRUISE SPONSOR:	350.00	
094-0000-09000	COVID SUPPLIES	88552		ABLE PAPER & JANITORIAL COVID SUPPLIES	55.00	
094-0000-20003	OFFICE SUPPLIES	88553		OFFICE DEPOT, INC OFFICE SUPPLIES	59.99	
094-0000-20003	PRINTER STAND & SUPPLIES	88550		OFFICE TECHNOLOGY OF INDIANA PRINTER STAND & SUPPLIES	264.30	
094-0000-31001	LEGAL FEES- AUGUST	88551		ABRAHAMSON, REED & BILSE LEGAL FEES- AUGUST	285.00	
094-0000-31003	LEGAL ENGINEERING SERVICES	88561		NIES ENGINEERING, INC. GENERAL ENGINEERING SERVICES	407.40	
094-0000-34023	HEALTH INS	88305		TOWN OF HIGHLAND INS FUND (V SEPTEMBER 2020 HEALTH/LIFE INS PRE)	1,994.23	32902
094-0000-34043	LIFE INS	88305		TOWN OF HIGHLAND INS FUND (V SEPTEMBER 2020 HEALTH/LIFE INS PRE)	15.88	32902
094-0000-35008	UTILITIES-2811 JEWETT	88554		NORTHERN IN PUBLIC SERVICE UTILITIES-2811 JEWETT	201.12	
094-0000-35008	STORM- 2605 CONDIT	88555		NORTHERN IN PUBLIC SERVICE UTILITIES-2821 JEWETT	111.04	
094-0000-35008	STORM- 8610 KENNEDY	88556		TOWN OF HIGHLAND UTILITIES STORM- 2605 CONDIT	10.14	
094-0000-35008	STORM- 8612 KENNEDY	88557		TOWN OF HIGHLAND UTILITIES STORM- 8610 KENNEDY	10.14	
094-0000-35008	STORM- 8618 KENNEDY	88558		TOWN OF HIGHLAND UTILITIES STORM-8612 KENNEDY	10.14	
094-0000-35008	STORM- 8618 KENNEDY	88559		TOWN OF HIGHLAND UTILITIES STORM- 8618 KENNEDY	40.67	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	88560		TOWN OF HIGHLAND UTILITIES STORM- 8620 KENNEDY	40.67	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	88281		PAYROLL ACCOUNT 8/28PRL D/S TRANSFER REDEVELOPMENT	5,162.06	32882
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	88439		PAYROLL ACCOUNT 9/11PRL D/S TRANSFER REDEVELOPMENT	4,878.34	32911
	Total For Dept 0000				13,896.12	
	Total For Fund 094 REDEVELOPMENT GENERAL				13,896.12	

Fund 098 DOWNTOWN REDEV DISTRICT ALLOC						
Dept 0000	DOWNTOWN CONSTRUCTION INVOICE 88549			GRIMMER CONSTRUCTION DOWNTOWN CONSTRUCTION INVOICE 1	120,189.60	
098-0000-44066				Total For Dept 0000	120,189.60	
	Total For Fund 098 DOWNTOWN REDEV DISTRICT ALLOC				120,189.60	

Fund	Dept	Account	Description	Amount
Fund 250 CREDIT ECON. DEV. INCOME TAX FUND	Dept 0000	88563	GRANT PLANNING SERVICES	750.00
		88548	CONSTRUCTION ADMIN SERVICES	525.00
		88562	ENGINEERING SERVICES	4,726.30
			Total For Dept 0000	6,001.30
			Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND	6,001.30

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND

09/18/2020 08:35 AM
 User: DMJ
 DB: Highland

EXP CHECK RUN DATES 08/27/2020 - 09/23/2020
 BOTH JOURNALIZED AND UNJOURNALIZED

GL Number Invoice Line Desc Ref # Vendor BOTH OPEN AND PAID Invoice Description Amount Check #

Fund Totals:

Fund 094 REDEVELOPMENT GENERAL 13,896.12
 Fund 098 DOWNTOWN REDEV DISTRICT A 120,189.60
 Fund 250 CREDIT ECON. DEV. INCOME T 6,001.30

140,087.02