

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
MONDAY, DECEMBER 2, 2019**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Monday, December 2, 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: Jared Tauber, Redevelopment Commission Attorney; Pat Krull, Redevelopment Commission Liaison from the School Town of Highland; and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: Ed Dabrowski, IT Consultant; Larry Kondrat, Board of Waterworks; Michelle Quinn, Post Tribune; and Tom Black, Councilman Elect.

General Substance of the Discussion

1. Banner Poles & Hardware:

- a. **Kennedy Avenue Pole Location Expanded** – Ms. DeGuilio-Fox reported that the light poles on Kennedy Avenue between 41st and 45th Street were counted, as requested by the Commissioners. There is a total of 54 light poles on Kennedy Avenue between Highway Avenue and 45th Street. Equipping these poles with hardware would provide highly visible locations for banners including students, veterans and active military as well as others.
- b. **Hardware Costs** - The unit price does not change and is \$76.00 per set. The price point did not change upon adding the 22 light poles between 41st Street and 45th Street on Kennedy Ave.

Discussion ensued. Commissioners agreed to move forward with the project. The next step is to find a fund source for purchasing the hardware kits.

2. **Banner Prototype.** Ms. DeGuilio-Fox introduced the banner that would be used for the “Explore Highland” campaign. She displayed the prototype and showed that both sides will be different. One side will have the generic Highland design while the reverse side will display the sponsoring business name and logo. She advised that the order form was sent out on November 27th and only four days into the campaign nineteen banner orders had been received.
3. **SW Corner Project – Rain Garden Landscaping.** Ms. DeGuilio-Fox advised that she had received a proposal for the rain garden landscaping from Dean’s Landscaping. The rain gardens were designed as one of the features of the parking lot renovation project and will also serve as the drainage and/or water retention feature for the project. There is nothing similar in the current parking lot however the plan is to upgrade the parking area in as many ways as possible. We’re hoping to ratify the landscaping contract at the December 16th meeting and encumber the funds to be used next spring. Ms. DeGuilio-Fox also advised that Redevelopment has applied for a grant through the America in Bloom Grant program. The program sponsor is CN EcoConnexions. So because the project is along the Erie Lackawanna trail it is eligible for grant funding. Redevelopment has applied for \$25,000. Notice as to whether our application has been accepted or not will be provided by the first of the year.

4. **RFPs for 2811 and 2821 Jewett Street.** – Ms. DeGuilio-Fox reminded the Commissioners that at their next meeting on December 16, 2019 they will open and review any and all proposals received for the properties located at 2811 and 2821 Jewett Street. The commissioners will open the proposals, review them and determine if the project can be awarded to a group who has submitted a proposal.

5. **Redevelopment Commissioners Comments:** None

There being no further business, the December 2, 2019 study session of the Highland Redevelopment Commission was adjourned at 7:10 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.