

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
TUESDAY, JANUARY 11, 2022**

The Highland Redevelopment Commission (“Commission”, “RC”) met in person at Town Hall and via the Zoom platform. The study session was called to order at 6:30 p.m. by Commission President Cyril (Cy) Huerter.

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

Roll Call: Commissioners present in person included Robyn Radford, George Georgeff and Cyril Huerter. Commissioner Sean Conley attended electronically via Zoom. Commissioner Bill Leep was absent with notice. A quorum was established.

Officials Present: Town Council Liaison Tom Black; Michael Griffin, Clerk-Treasurer Town of Highland; Pat Krull, School Town of Highland representative and no-voting member of the Redevelopment Commission; John Reed, Abrahamson, Reed and Bilse; and Kathy DeGuilio-Fox, Redevelopment Director; Ed Dabrowski, IT Director; Lance Ryskamp, Redevelopment Assistant.

Also Present: Sarah McKee, Senior Vice President, GovHR USA; John Jurisa, Weichert Realtors; Mark Fleishman, Representing Zorn Brewing; Lydia Shotts, Highland Resident; Evan Runyan, Highland Resident; Jacqui Herrera, Highland Council of Community Events and an unknown participant via telephone.

General Substance of the Discussion

- 1. Presentation by GovHR USA in regard to the Redevelopment Director Recruitment:** Ms. Sarah McKee, Senior Vice President of GovHR USA was introduced by Clerk-Treasurer Griffin. Mr. Griffin also commented that he was confident in the services GovHR USA provides and that the Town of Highland had used GovHR USA to conduct other searches and that he intended to also use their services to recruit a deputy. Ms. McKee’s presentation provided information as to the services they offer, the breadth of their candidate advertising and how they conduct a search. She also included their process for eliminating candidates and the assistance GovHR USA provides during the final interview. Ms. McKee also commented on similar searches they’ve been involved in as well as a brief history of GovHR USA. Several questions were asked of Ms. McKee during discussion. The Commissioners did not make a final decision and advised that they would discuss how they wanted to conduct their search as well as whether they wanted to hire from within or post the opportunity on public sites. Ms. DeGuilio-Fox commented that she appreciated the rigorous process and that she had spent hours preparing for her interviews in spite of having served in professional positions for many years and serving as a member of the Highland Redevelopment Commission.
- 2. Director Job Description Update:** Ms. DeGuilio-Fox advised she had reviewed the job description that was provided her and that there are numerous tasks and responsibilities missing from it as it is currently written. She offered to edit it so it reflects the actual level of work and responsibilities. Brief discussion ensued. Ms. DeGuilio-Fox was asked to edit it as she thought necessary.

3. **2022 Meeting Schedule – Discussion:** Director DeGuilio-Fox advised that she would advertise the redevelopment commission meeting schedule as she’s done in the past and asked if the commission wished to change their standing meeting dates or times, reminding everyone that they meet on the second Tuesday of each month for their study session and on the fourth Tuesday of the month for a study session and plenary business meeting, both beginning at 6:30 P.M. The commissioners agreed that the schedule should remain as it was in 2021. Ms. DeGuilio-Fox advised she would prepare the schedule for their approval at their upcoming January 25th meeting and for advertising.

4. **2022 Commission Appointment:**
 - a. **Liaison Report re Town Council Appointments:** Council Liaison Tom Black had no comments in regard to when or who he thought the Council may appoint. Although the Commissioners were reminded that Town Council President Bernie Zemen had the evening prior made his executive appointments to the Redevelopment Commission including Sean Conley, George Georgeff and Bill Leep.
 - b. **Start of Year Contracts:** MS. DeGuilio-Fox advised that each year in January the commissioners approve their annual contracts for general engineering services, financial professional services and legal services. She reminded them that previously they had engaged NIES Engineering, SEH of Indiana, LLC and Abrahamson, Reed and Bilse. She asked the commissioners if they wished to make any changes in contractors. They agreed they’d been satisfied with the services provided. Ms. DeGuilio-Fox advised that all three consultants had expressed their interest in working with the commission again and had also submitted letters of agreement. She further advised she would prepare the appropriate resolutions for consideration by the commissioners at their upcoming January 25th meeting to approve and ratify their consultant contracts.

5. **Sale of 2815 Jewett – Discussion:** Director DeGuilio-Fox reminded the commissioners that since there had been no proposals submitted for the purchase and development of the Redevelopment owned property located at 2815 Jewett and that the required thirty day waiting period had passed they may now pursue a commercial listing of the property and sell it at a price other than the public offering price. She asked if they would like her to request a listing agreement from John Jurisa, Weichert Realtors as they’ve done in the past and attempt to sell it on the commercial real estate market. The commissioners agreed they would like to move forward with the sale of the property. Ms. DeGuilio-Fox advised she would speak with Mr. Jurisa about his submission of listing contract and prepare a resolution for their consideration at their upcoming January 25th meeting.

6. **Bult Oil Property – Update:** Ms. DeGuilio-Fox advised that the closing on the sale of the former Bult property should be taking place soon. She asked Mr. Jurisa if he had any comments. Mr. Jurisa reported that the LLC, in the name of Highland Auto Body, and the signatures applied by the members, is being questioned by the title company. John Reed commented on the matter. Mr. Jurisa forwarded the title company’s inquiry to Mr. Vis and his paralegal. Mr. Jurisa and Ms. DeGuilio-Fox will be in touch on the matter.

7. **Disposition of 2821 Jewett – Report:** Director DeGuilio-Fox advised that closing was completed prior to the holidays. She also advised that she had sent an email to a member of the owner group as well as the realtor suggesting they consider whether they want to continue to allow the public to park on their property or not and that the town has had issues in the past with patrons of the Jewett Street properties filing a personal injury law suit. She continued to comment that upon return to the office after the holidays she'd heard from individuals that the condition of the parking lot, still available to the public, was not safe after winter weather had affected it. Ms. DeGuilio-Fox commented that she not only had a conversation with the Public Works Director, Mark Knesek but also contacted again a member of the owner group. Mark Fleishman, owner of Demand Real Results and a member of the Zorn owner group was in attendance on Zoom. Mr. Fleishman was asked if he would like to comment. He advised they had replied to the communications they'd received by placing barriers across the entrance to the parking lot. Their intention is to install something more permanent until the weather warms up when they plan to begin cleaning up and renovating the property.
8. **EV Chargers: Update** – Director DeGuilio-Fox reported to the Commissioners that the EV chargers are fully installed and functioning. She reported there had been a software issue however that had been remedied. Prior to the holidays she'd asked the IT Director, Ed Dobrowski, to speak with the AmpUp (the EV charging station manufacturer) software staff about resolving the problem as soon as possible. Mr. Dobrowski was asked to comment on the resolution of the problem. He reported that the founder of the company had driven down and met with him at the EV charger site and was able to resolve the issue. He also reported that since that time individuals have used the chargers and by logging into the software he is able to see that they are now fully functional. Discussion ensued. Commissioners were pleased to know the chargers are fully functional and once again made their satisfaction with the project known.
9. **Redevelopment Commission Comments:** Ms. DeGuilio-Fox asked if any of the commissioners wished to comment. Commissioner Huerter advised he had reapplied and hoped to be reappointed to the commission by the council. Pat Krull commented about the search when a new director was sought four years ago. Commissioner Georgeff advised they were aware of that situation. Commissioner Huerter asked if there was any new talk about hiring a town manager. Council Liaison Black commented that there had not been any additional conversation related to that matter.

There being no further discussion the Redevelopment Commission study session was adjourned at 7:35 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.