

**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION MINUTES  
TUESDAY, FEBRUARY 22, 2022**

The Highland Redevelopment Commission (“Commission”, “RC”) met in person at Town Hall. The study session was called to order at 6:30 p.m. by Commission President Sean Conley.

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

**Roll Call:** Commissioners present in person included Sean Conley, George Georgeff, Bill Leep, Cyril Huerter and Alex Robertson. A quorum was established.

**Additional Officials Present:** Pat Krull, School Town of Highland Representative and non-voting member to the Redevelopment Commission; Town Council Liaison, Tom Black; Kathy DeGuilio-Fox, Redevelopment Director and Lance Ryskamp, Redevelopment Assistant were present in person.

**Also Present:** John Jurisa, Weichert Realtors and Scott Lovell were present in person.

**General Substance of the Discussion**

1. **Review of Plenary Business Meeting Agenda:** Ms. DeGuilio-Fox reviewed the plenary business meeting agenda with the Commissioners. Brief discussion ensued.
2. **Welcome to Highland Sign:** Ms. DeGuilio-Fox opened the agenda item by welcoming Scott Lovell from Landmark Signs and asked Mr. Lance Ryskamp if he would introduce Mr. Lovell. Mr. Ryskamp made a brief introduction and asked Mr. Lovell if he would like to pass out the presentation materials he’d prepared. Mr. Scott Lovell proceeded by presenting three options for proposed retrofit of the Downtown Highland sign. All three options maintained the current Mid-Century Modern sign style, as he was asked to do, although each presented a different option for using LED lighting in place of the existing neon lighting. In presenting the three lighting options he advised that the Commissioners needed to consider the level of impact and readability that they wanted from the sign. Mr. Lovell explained how, and presented photos of signs currently in use, showing the lighting each option would provide. The options included information for three LED lighting styles: Face Lit – LED illuminated Channel Letters Mounted Flush to the Sign Face; Halo Lit - LED Illuminated Channel Letters Mounted with 1” Spacers to the Sign Face; and Double Face Illuminated Routed Shoebox Face Sign Can with Push Thrus. Discussion ensued. Commissioners requested that Mr. Lovell revise the Reverse Channel Light proposal to include additional illumination of the sign’s horizontal “ribbons”, as well as returning the top piece however without the clock and instead showing the town logo on both sides. The Commissioners were also advised that Redevelopment Assistant Ryskamp had contacted Roeda Signs and is awaiting a proposal from them for comparable retrofit options for the sign.
3. **Sale of 2815 Jewett:** Director DeGuilio-Fox asked John Jurisa, Weichert Realtors, to provide an update and information about the four offers to purchase that have been received. He presented basic details in regard to the offers, ranging from \$180,000 to \$225,000, as well as the proposed uses. Discussion ensued. Commissioners expressed their pleasure at the range of offers although they were particularly happy with the offer to purchase the property for \$225,000 as well as the intended use. Commissioners asked Ms. DeGuilio-Fox to invite the business owner submitting the highest offer to the upcoming study session on Tuesday, March 8<sup>th</sup> and plan to approve an offer at their March 22, 2022 plenary business meeting. Discussion ensued as to what possessions the Redevelopment Commission still has in the garage at the back of the property as well as gaining access to the locked interior “offices” that had been used by Highland SOS.

4. **2022 Highland Redevelopment Capital Budget:** Director DeGuilio-Fox advised that after some research and discussion with the Fiscal Analyst she is able to report that the Redevelopment Capital Budget is a continuing non-reverting fund. This means that the funds do not lapse from year to year and so the Commission may accept the budget as presented. However, Ms. DeGuilio-Fox went on to explain that the 2022 capital budget is not as well funded as it has been in past years for two reasons: 1. the commission spent down the funds over the past two years and 2. very little new revenue has been deposited to the fund. She went on to explain that the fund was established in 2013 when the City of Hammond paid to the Highland Redevelopment Commission the amount of \$1,753,814.45, repayment of a loan the Highland Redevelopment Commission had given the City to demolish and begin development of the former River Park Apartments. \$1,750,000 of the repayment established the Redevelopment Capital Budget. Over the past several years funds have been spent with little revenue coming in to refund the budget. However, the proceeds from the sale of the Bult Property (\$15,115.00), was recently deposited as a source of new funds. Ms. DeGuilio-Fox offered two options to the Commission: 1. Use the budget as currently funded or 2. Request an additional appropriation from the Town Council. She reminded the commissioners that if they chose to request an additional appropriation they open the door once again to the council denying the additional appropriation as well as to the Council removing or depleting certain accounts. Ms. DeGuilio-Fox also explained that certain monies may be transferred from line to line although only within account series of the same number. If they wished to transfer between series of different numbers they would be required Council approval. Discussion ensued. The commissioners determined they would prefer using the budget as funded rather than run the risk of the council diminishing or removing Capital Budget Account 096-0000-4001: Land Purchase. The commissioners did not want to run the risk of the Town Council removing their ability to purchase property. The Highland Redevelopment Commission 2022 Capital Budget will remain effective as is.
5. **Supplement to the Highland Municipal Code, Sec 214.180: RD-Redevelopment District:** Ms. DeGuilio-Fox advised she had provided the Supplement to the Highland Municipal Code because over the past two years the Commission has on numerous occasions discussed what they thought may be discouraging more businesses from locating in Highland. She also mentioned that following creation of the Supplement it was approved by the Redevelopment Commission, the Highland Town Council as well as certified by the Highland Plan Commission. Commission President reported that as follow up to their February 8, 2022 discussion about town code and what is required of businesses he'd asked Ms. DeGuilio-Fox to explain a typical scenario. While she was able to provide several examples of situations currently in process she also advised that there is no "one size fits all" for each business that wants to locate in Highland, renovate existing or build new in Highland. She further explained that she thought the best way for the Commissioners to get a more thorough understanding of the requirements, especially in the Redevelopment Districts, is to review the work that their predecessors had completed and, if appropriate, affect updates for recommendation to the Town Council and Plan Commission as previously done. Discussion ensued. Commissioner Robertson shared his experience working with the Town, especially during purchase and renovation of the property where Fuzzyline Brewing is now located. He advised he had not had a difficult time working with the town building department and understood why he was required to follow code for all of his renovations. He also advised he'd worked with a contractor – Chester, Inc. - who was familiar with the town code and what was required during renovations in order to pass inspections. The Commissioners asked Ms. DeGuilio-Fox to contact Chester, Inc and ask for their opinion as to whether Highland's requirements are stricter or comparable to other Northwest Indiana communities. Ms. DeGuilio-Fox encouraged Commissioners to review the document and determine if there were any changes they would like to discuss in the near future.

6. **2022 Redevelopment Commission Goals:** Ms. DeGuilio-Fox opened discussion by reminding the commissioners that the council had suggested the redevelopment goals be reduced, although the commissioners had asked that the 2021 accomplishments remain at the end of the 2022 goals so the commission has a sense of what was accomplished, what is pending and what goals are new this year. Ms. DeGuilio-Fox asked if the revisions are acceptable to the commissioners and ready to go back to the council for “input”. Discussion ensued. Commissioner Leep felt that the revised version would be acceptable to the Council.
7. **2022 Commission Appointments Update:** Liaison Black was asked if the Town Council had made a new appointment to the Highland Redevelopment Commission. He commented that there has been no discussion nor new appointments made. Ms. DeGuilio-Fox advised Councilman Black, and the Commissioners, that Commissioner Huerter may not serve for more than 90 days without reappointment and that the 90 days is quickly waning. She further advised that as of February 28, 2022 60 days will have lapsed without a new appointment and that by the time the Council’s March 14, 2022 meeting is held 74 days will have lapsed. The Commissioners urged Councilman Black to share this information with the rest of the Council so that an appointment may be made.
8. **Main Street Report:** Redevelopment Assistant Ryskamp reported what had transpired at the Highland Main Street Bureau Meeting February 9<sup>th</sup>. On that date HMS approved the revised application for the 2022 Makers’ Market Craft & Art Fair planned for Saturday, October 1<sup>st</sup>. Those applications have been sent to prospective vendors. The inaugural Downtown Small Business Saturday, a retail version of the Restaurant Crawl, was also discussed. This event is scheduled for Saturday, February 26<sup>th</sup> from 10 AM to 5 PM. He further reported that HMS has approved multiple car shows set for Saturday, July 30<sup>th</sup>, Saturday, August 27<sup>th</sup> and Tuesday, September 27<sup>th</sup>. The car shows will be held on the grounds of the municipal parking lot at Kennedy and Highway Avenue. He also mentioned HMS has tentatively scheduled a motorcycle and bicycle show for Saturday, May 21<sup>st</sup>. HMS is also planning a downtown dog blessing event on Saturday, June 25<sup>th</sup> to be held at One Dog At A Time on Highway Avenue. And, plans for the Community Garden are moving forward in anticipation of the 2022 growing season.
9. **Redevelopment Commission Comments:** Brief comments in regard to various topics were made: potential appointment to the NIRPC Board and the delay in completing the bridge between Brantwood and the Meadows. There were no further comments.

There being no further discussion the Redevelopment Commission study session was adjourned at 8:53 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION  
PLENARY BUSINESS MEETING MINUTES  
TUESDAY, FEBRUARY 22, 2022**

The Highland Redevelopment Commission (“Commission”, “RC”) met in person at Town Hall. The Plenary Business Meeting was called to order by Commission President Sean Conley at 8:53 p.m. Commission President Conley called for a roll call.

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

**Roll Call:** Commissioners Sean Conley, George Georgeff, Bill Leep, Cy Huerter and Alex Robertson were present in person at Town Hall. A quorum was established.

**Additional Officials Present:** Pat Krull, School Town of Highland Representative and non-voting member to the Redevelopment Commission; Town Council Liaison, Tom Black; Kathy DeGuilio-Fox, Redevelopment Director; and Lance Ryskamp, Redevelopment Assistant were present in person.

*Also Present:* John Jurisa, Weichert Realtors; and Scott Lovell, Landmark Signs.

**Minutes of Previous Sessions:** Commission President Conley asked if everyone had received and reviewed the minutes. Hearing that everyone had reviewed the minutes he called for a motion to approve. Commissioner Cy Huerter made a motion to approve the minutes as presented. Commissioner Bill Leep seconded the motion. There being no discussion or corrections the minutes of the January 25, 2022 study session and plenary business meeting and February 8, 2022 study session were approved as presented by a voice vote of five affirmatives and zero negatives.

**Special Orders:** None

**Public Comment:** None

**Communications:** None

**Unfinished Business and General Orders:** None

**New Business:** None

**Action to Pay Accounts Payable Vouchers:** Commissioner Bill Leep made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period January 27, 2022 through February 23, 2022 and the payroll dockets for January 28, 2022\* and February 11, 2022 in the total amount of \$9,452.64. Commissioner George Georgeff seconded the motion to approve the Accounts Payable Vouchers. There being no discussion, Commission President Conley called for a roll call vote. Upon a roll call vote the motion passed with five affirmatives and no negatives. \* *Payroll docket should be for January 31, 2022*

**Vendors Accounts Payable Docket:**

**Redevelopment General Fund, \$11,969.91; Highland Economic Development, \$0.00;  
Redevelopment Capital Fund, \$634.00; Downtown Redevelopment District Allocation Area,  
\$0.00; Redevelopment Bond & Interest, \$111,352.50; CEDIT Economic Development Income Tax**

**Fund, \$0.00 and Cardinal Campus Allocation Area, \$0.00. Total: \$123,956.41.**

**Payroll Docket for Payday January 31, 2022 and February 11, 2022: Redevelopment Department: Total Payroll: \$9,452.64.**

**Business from the Commissioners:** There was no business nor additional comments from the Commissioners.

**Next Meeting:** President Conley advised that the next Study Session is scheduled for Tuesday, March 8, 2022 and will convene at 6:30 PM. The next Plenary Business Meeting is also scheduled for Tuesday, March 22, 2022 immediately following the study session at 6:30 PM. A study session will precede the plenary meeting at 6:30 PM and reconvene following the plenary business meeting, if necessary. The next meeting of the Highland Main Street is tentatively scheduled to convene on Wednesday, March 9, 2022 at 6:30 p.m. The meetings will be convened in person at Town Hall unless otherwise advised through the issuance of a public notice.

**Adjournment:** There being no further business of the Highland Redevelopment Commission, the Tuesday, February 22, 2022 meeting of the Highland Redevelopment Commission was adjourned at 8:57 PM.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

User: CRK  
DB: Highland

EXP CHECK RUN DATES 01/27/2022 - 02/23/2022  
BOTH JOURNALIZED AND UNJOURNALIZED

Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund 094 REDEVELOPMENT GENERAL

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Dept 0000	RC NAMEPLATE	96567	ALLIN PLASTIC ENGRAVING	RC NAMEPLATE	11.95	
094-0000-20003	OFFICE SUPPLIES	96557	OFFICE DEPOT, INC	OFFICE SUPPLIES	229.61	
094-0000-31001	JANUARY LEGAL FEES	96342	ABRAMSON, REED & BILSE	JANUARY LEGAL FEES	608.00	
094-0000-34023	HEALTH AND DENTAL INSURANCE	96342	TOWN OF HIGHLAND INS FUND (	FEB 2022 HEALTH/LIFE INS PREM RED	1,087.00	
094-0000-34043	LIFE INSURANCE	96342	TOWN OF HIGHLAND INS FUND (	FEB 2022 HEALTH/LIFE INS PREM RED	4.14	
094-0000-35008	UTILITIES-2811 JEWETT	96356	MISSOURI INC.	UTILITIES-2811 JEWETT	353.59	999337
094-0000-35008	STORM-8620 KENNEDY	96561	TOWN OF HIGHLAND UTILITIES	STORM-8620 KENNEDY	61.03	
094-0000-35008	STORM-8618 KENNEDY	96562	TOWN OF HIGHLAND UTILITIES	STORM-8618 KENNEDY	61.03	
094-0000-35008	STORM-8612 KENNEDY	96563	TOWN OF HIGHLAND UTILITIES	STORM-8612 KENNEDY	15.22	
094-0000-35008	STORM-8610 KENNEDY	96564	TOWN OF HIGHLAND UTILITIES	STORM-8610 KENNEDY	15.22	
094-0000-35008	STORM-2917 HIGHWAY	96565	TOWN OF HIGHLAND UTILITIES	STORM-2917 HIGHWAY	15.22	
094-0000-35008	STORM-2605 CONDUIT	96566	TOWN OF HIGHLAND UTILITIES	STORM-2605 CONDUIT	15.22	
094-0000-38601	SALES TAX RENTALS (NON-APPROP	96310	INDIANA DEPT OF REVENUE	REDEVELOPMENT SALES TAX FOR YEAR	40.04	999336
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	96233	PAYROLL ACCOUNT	1/28PRL D/S TRANSFER REDEVELOPMEN	4,966.32	34915
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	96490	PAYROLL ACCOUNT	2/11PRL D/S TRANSFER REDEVELOPMEN	4,486.32	34949
Total For Dept 0000					11,969.91	
Total For Fund 094 REDEVELOPMENT GENERAL					11,969.91	

Fund 096 REDEVELOPMENT CAPITAL

Dept 0000	ROOF REPAIR-2815 JEWETT	96559	GLUTT BROTHERS ROOFING CO,	ROOF REPAIR-2815 JEWETT	475.00	
096-0000-31007	SERVICE CALL-2811 JEWETT	96558	POPA HEATING & COOLING	SERVICE CALL- 2811 JEWETT	159.00	
Total For Dept 0000					634.00	
Total For Fund 096 REDEVELOPMENT CAPITAL					634.00	

Fund	Dept	Account	Description	Amount	Check #
Fund 101	Dept 0000	BND & INT NON-EXEMPT	HUNTINGTON NATIONAL BANK	105,000.00	999335
		PAYMENT OF PRINCIPAL	HUNTINGTON NATIONAL BANK	6,352.50	999335
		BD PAYMENT OF INTEREST		111,352.50	
Total For Dept 0000				111,352.50	
Total For Fund 101 REDEVELOPMENT BND & INT NON-EXEMP				111,352.50	

02/15/2022 08:39 AM

User: CRK

DB: Highland

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND

EXP CHECK RUN DATES 01/27/2022 - 02/23/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 094 REDEVELOPMENT GENERAL	11,969.91					
Fund 096 REDEVELOPMENT CAPITAL	634.00					
Fund 101 REDEVELOPMENT BND & INT	111,352.50					
	<u>123,956.41</u>					