

**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION MINUTES  
TUESDAY, APRIL 12, 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 George Georgeff, Bill Leep, Cyril Huerter and Alex Robertson. Sean Conley attended the meeting electronically. A quorum was established.

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

**Additional Attendees:** Shaun O'Brien, Legacy Sign Group and Tony Belmonte, Belmonte Family Limited Partnership were present in person.

**General Substance of the Discussion**

- 1. Annual Report of Activities of the Redevelopment Commission for Fiscal Year 2021 and Report by the Redevelopment Commission on Activities of Each Tax Increment Financing District for the Previous Year (January 1, 2021 through December 31, 2021).** Prior to the meeting Director DeGuilio-Fox sent the Annual Report of Activities of the Redevelopment Commission for Fiscal Year 2021 and Report by the Redevelopment Commission on Activities of Each Tax Increment Financing District for the Previous Year (January 1, 2021 through December 31, 2021) to each of the Commissioners. During the meeting the Commissioners were reminded that this report is required annually by the Department of Local Government Finance and that the format is prescribed. The information contained in the annual report is compiled by Director DeGuilio-Fox each year and submitted to Town Council members in a hard copy format as well as submitted in an online version through the State Gateway site. Ms. DeGuilio-Fox explained that while these reports contain some budget information it elaborates far more and focuses on the business of the Redevelopment Commission throughout 2021 as the name of the report describes. Ms. DeGuilio-Fox advised that the Commissioners will be asked to approve this report at their plenary business meeting scheduled for Tuesday, April 26, 2022.
- 2. Welcome to Highland Sign:** Ms. DeGuilio-Fox invited Mr. Ryskamp to introduce Shaun O'Brien, Legacy Sign Group, Westville, Indiana so he could report on the design and cost factors as proposed by his company. Mr. O'Brien presented the renovation approach and techniques that Legacy Sign Group would take to complete the job. Mr. O'Brien also mentioned that he had been involved in the original design and installation of the sign and so is very familiar with it. Mr. O'Brien responded to questions from the Commissioners. Discussion ensued. Mr. Ryskamp then reviewed the updated project estimates received to date. The Commissioners asked Mr. Ryskamp to contact Landmark Signs and Legacy Sign Group to ask them to physically take a look at the inside of the sign to determine if damage has occurred internally over the years that may indicate additional work, and costs, would be incurred. The Commissioners determined Legacy Sign Group had submitted the most cost effective quote and plan. And, unless there is a significant change in cost after physical inspection of the sign the Commissioners will consider a resolution to approve Legacy Sign Group to complete the renovation project.

3. **2907 Jewett Street Commercial Property Improvement Grant:** Mr. Belmonte was introduced and spoke with the Redevelopment Commission about his project, explained all of the delays, shared architectural renderings and his vision for the 2907 Jewett Street property. Discussion ensued. When Mr. Belmonte completed his presentation and comments Ms. DeGuilio-Fox reminded the Commissioners that Mr. Belmonte's Commercial Property Improvement Grant had expired and asked if, after the presentation and discussion with Mr. Belmonte, they would like to extend his grant award another year. The Commissioner agreed that they would, commenting that they continue to look forward to the project. Ms. DeGuilio-Fox advised she would prepare a resolution for the Commissioners to consider at their April 26, 2022 plenary business meeting.
4. **Installation of Bike Racks in Pocket Parking Lot at the Southeast corner of Jewett & Kennedy:** As a follow up to the discussion by the Commission at their last meeting regarding the purchase of additional bike racks for the Jewett Street area Ms. DeGuilio-Fox reported her conversation with Alex Brown, Parks & Rec superintendent and Parks & Rec Board member, Carlos Aburto. Mr. Krull also commented on the board discussions. Discussion ensued. The Commissioners continue to be interested in sharing the cost of new bike racks to be installed at the pocket parking lot on Jewett Street along with a Bike Station, to be installed near the Depot along the bike trail. Commissioner Conley advised he would like to follow up and have additional conversation with Mr. Aburto and Mr. Brown in regard to this project.
5. **Repair of 2815 Jewett Property:** Ms. DeGuilio-Fox reported three quotes had been received and that she had accepted and authorized Judd & Sons to complete the repairs for a total cost of \$2,804.00. Director DeGuilio-Fox advised repairs included the damage to the north wall of the garage at 2815 Jewett as well as "stair-step" cracks on the west wall of the garage. She reported the cost to Redevelopment would be \$2,804 and her decision was based on extent of the repair work. She explained that her decision was based on the repair work (to the west wall) as proposed by Judd & Sons because it included tuck-pointing rather than simply caulking the "stair-step" cracks. She concluded this type of repair would provide a higher quality, more durable outcome. Discussion ensued. Ms. DeGuilio-Fox advised the repair work was completed on Monday before the close of business, as was the inspection by Mr. Mika.
6. **Sale of 2815 Jewett:** Director DeGuilio-Fox advised the Commissioners that closing on the sale of 2815 Jewett proceeded Tuesday morning, April 12, 2022 as scheduled. She reported that the check received at closing had already been deposited by the Highland Clerk-Treasurer into the appropriate Redevelopment fund and the keys turned over to the new owner, Ms. Rhonda Bloch. Discussion ensued.
7. **Sale of 8610 Kennedy – 8620 Kennedy:** Director DeGuilio-Fox reported closing on the sale of 8610-9620 Kennedy Avenue had taken place on Thursday, March 31<sup>st</sup> and that on Tuesday, April 5<sup>th</sup> the Sanitary Commission had adopted a resolution to waive sanitary liens in the amount of \$123.00 that had been placed on the property many years ago. She went on to report that the Clerk-Treasurer had signed the waiver documents and the necessary paperwork would be recorded in the Lake County Recorder's office within the next five days.
8. **Tax Abatement Annual Compliance Review:** Director DeGuilio-Fox reported that on Monday, March 28<sup>th</sup> the Highland Town Council conducted their annual compliance review of the nine businesses in Highland who currently have tax abatements. Ms. DeGuilio-Fox commented that she was pleased to report that the process this year went very smoothly and without contention. All nine of the businesses were found in compliance with two of the nine completing their abatements with the 22 Pay 23 review. Seven abatements remain with four out of the seven having only two years remaining.

9. **New Director Search:** Ms. DeGuilio-Fox advised that the Executive Session scheduled for that evening after the study session had been advertised and the candidate notified to attend for his interview. She went on to report that she had prepared a job posting which subsequently has been posted on the AIM Indiana website as well as the Town of Highland website.

10. **Redevelopment Commission Comments:**

- a. Ms. DeGuilio-Fox asked leave to read the brief email received from Mr. John Jurisa thanking the Commissioners for allowing him to market the 2815 Jewett Street property and commenting that it was "A truly memorable deal."
- b. Ms. DeGuilio-Fox advised she had received that afternoon a letter from the Indiana Department of Environmental Management informing of the 2022 Partners for Clean Air Municipal Award that was to be presented to the Highland Redevelopment Commission at the annual luncheon and awards ceremony on April 22<sup>nd</sup>. Ms. DeGuilio-Fox expressed her excitement at hearing the news but also expressed her disappointment at not being able to attend. She reminded the Commissioners she would be out of town and asked if any of them were available. Commissioners Conley and Georgeff volunteered to attend. Ms. DeGuilio-Fox will prepare remarks for them to present at the event.

There being no further discussion the Redevelopment Commission study session was adjourned at 8:15 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.