

**HIGHLAND REDEVELOPMENT COMMISSION  
DISCUSSION TOPICS for STUDY SESSION – DRAFT**

**TUESDAY, MAY 24, 2022  
6:30 P.M**

1. New Director Search
2. Cardinal Campus – Phase II
3. Highland Plaza – Development Proposed to Plan Commission
4. Highland Main Street Activity Report
5. Redevelopment Commissioners Comments



1 SITE PERSPECTIVE  
SCALE: 1/8" = 1'-0"

RENDERING ONLY - NOT A CERTIFIED MEASUREMENT

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**REV4**

04/05/2022  
5481-25



WHITE STUCCO ON THE EXISTING ENTRY STRUCTURE NO ADDITIONAL HEIGHT ADDED STEEL FRAME CANOPY

DARK GRAY STUCCO W/ STAMPING PATTERN TO MATCH STOREFRONT DESIGN

12' HIGH STOREFRONT

SELF-STORAGE FACILITY

12' STOREFRONT

SMALL SHOP RETAIL

GENERIC ANCHOR ENTRY, WHITE AND GRAY STUCCO

12' HIGH STOREFRONT

FITNESS

EXISTING FACADE

DOLLAR TREE

DOLLAR TREE

EXISTING ENTRY STRUCTURE HAS APPROXIMATELY THE SAME HEIGHT AS THE ADJACENT STOREFRONT



EXISTING TOWER TO BE DEMOLISHED

DARK GRAY STUCCO

1 NW ELEVATION  
SCALE: 1/8" = 1'-0"

RENDERING ONLY - NOT A CERTIFIED MEASUREMENT



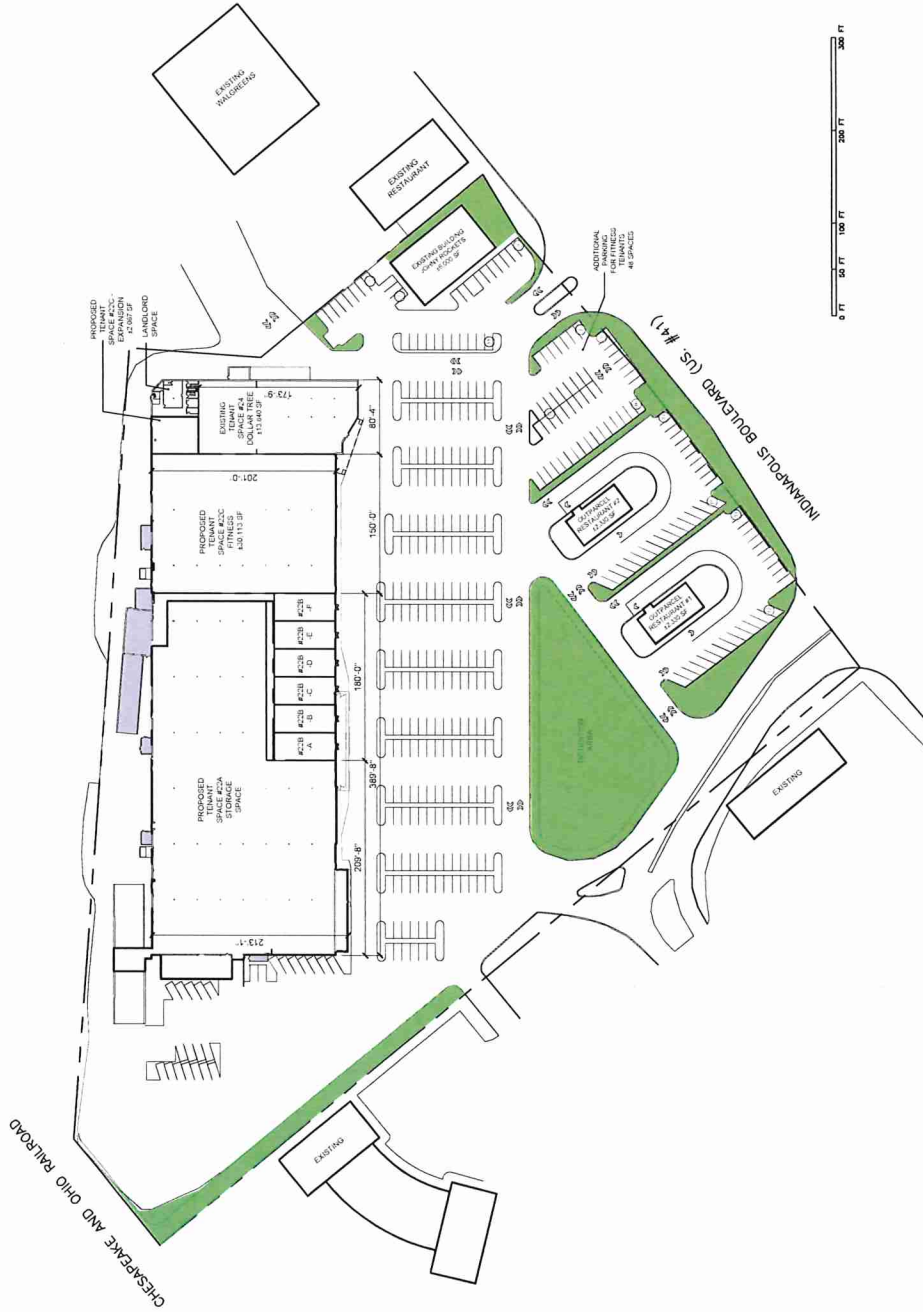
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**REV4**  
04/05/2022  
5481-25



**1** SITE PLAN  
 LOD SCALE 1/128" = 1'-0"

**RENDERING ONLY - NOT A CERTIFIED MEASUREMENT**



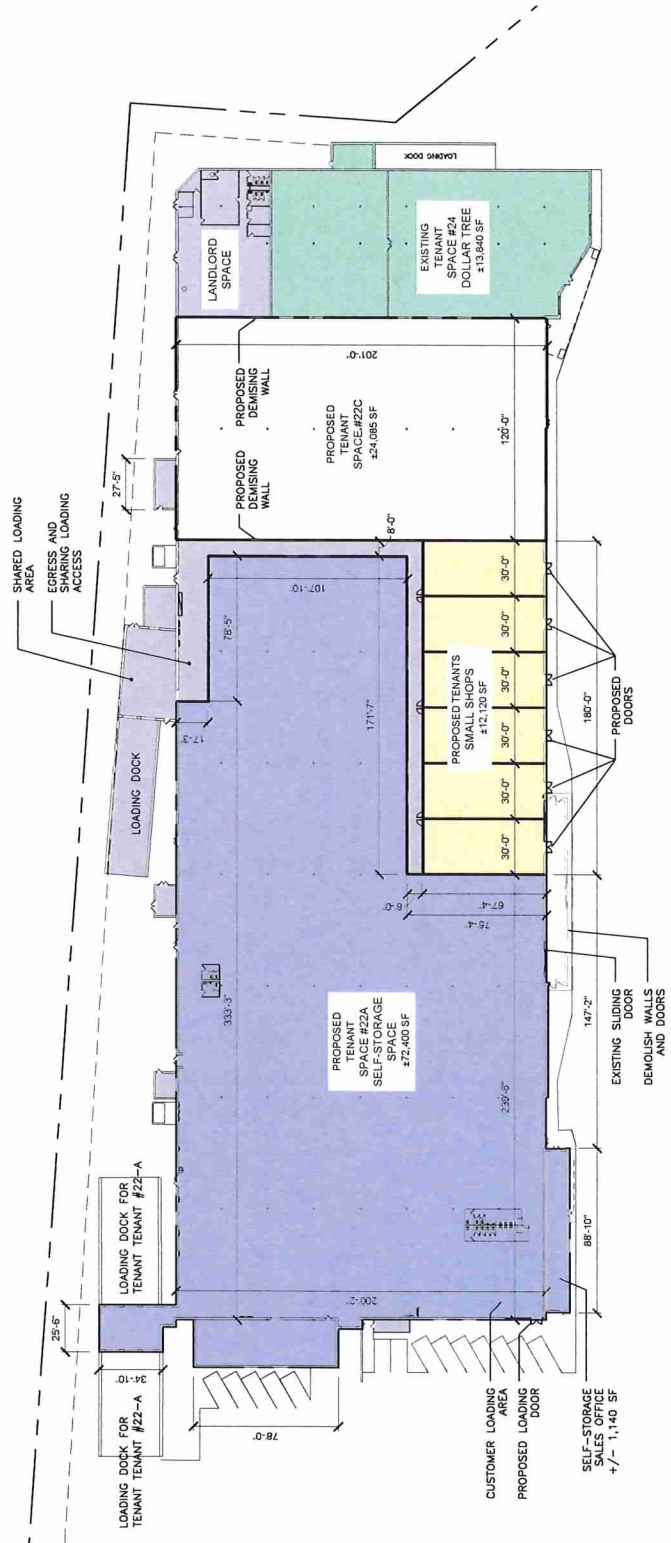
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**REV4**  
 04/04/2022  
 5481-25



1 LEASE OUTLINE DRAWING  
 SCALE: 1/8" = 1'-0"  
 LOCATION: SPACE #22C - CRUNCH FITNESS



RENDERING ONLY - NOT A CERTIFIED MEASUREMENT

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**LOD-2**

04/26/2022  
 5481-25

May 20, 2022

TO: Director Kathy DeGuilio-Fox & Members of the Highland Redevelopment Commission  
FROM: Lance Ryskamp- Redevelopment Commission Assistant   
RE: Highland Main Street Report

The Highland Main Street Bureau met for their May meeting on May 18th. There was a lack of a quorum present at the meeting, however some items were discussed and there are some events in June taking place:

- The next Downtown Small Business Saturday will be held on Saturday, May 28th, from 10am to 5pm. The next Downtown Restaurant Crawl is Tuesday, May 31st<sup>h</sup>, from 4pm to 8pm.
- The restaurants involved in the Restaurant Crawl are going to meet to discuss the pricing of the event's specials in light of rising costs in food and packaging products, and will forward a recommendation to Main Street for their July 13<sup>th</sup> meeting.
- The Community Garden committee held their Planting Day on May 14<sup>th</sup>. HMS committee members were joined by several volunteers, including members of the Munster/Highland Tri Kappa sorority. There have also been ongoing discussions to hold yoga in the garden events bi-monthly on Wednesday evenings during the summer.
- HMS will be having a new Pet Blessing event on Saturday, June 18<sup>th</sup>, from 10am to 2pm. The event will be held at One Dog at a Time dog grooming business, located at 2925 Highway Avenue.
- The Board is receiving an in-kind donation of event flyers from AC Graphix House, for their three car shows to be held on July 30<sup>th</sup>, August 27<sup>th</sup> and September 27<sup>th</sup>. The events will all be in the downtown parking lot at the SW corner of Kennedy and Highway. The events are free and are open to all genres of classic cars.
- On Saturday, July 30<sup>th</sup>, HMS will be holding July's Small Business Saturday, a car show and a downtown sidewalk sale all on the same day.
- Concerns were raised by several of the downtown business owners asking for more to be done about signage in the downtown. They were informed about the ongoing Wayfinding Sign project that has been worked on by the Commission.
- The June HMS meeting has been cancelled and their next regularly scheduled meeting is on July 13<sup>th</sup>.

**AGENDA FOR PLENARY MEETING**

**HIGHLAND REDEVELOPMENT COMMISSION**

**TUESDAY, MAY 24, 2022**

**6:30 P.M.**

*DRAFT*

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**Roll Call:**

**Commissioner Sean Conley  
Commissioner George Georgeff  
Commissioner Cyril Huerter  
Commissioner William "Bill" Leep  
Commissioner Alex Robertson**

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**Minutes of Previous Sessions:**

1. Approve Minutes of Study Session and Plenary Business Meeting of April 26, 2022
2. Approve Minutes of Study Session of May 10, 2022

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**Special Orders:**

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**Public Comment:**

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**Communications:**

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**Unfinished Business and General Orders:**

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**New Business:**

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**Action to Pay Accounts Payable Vouchers:**

094	Redevelopment General	\$	11,400.10
095	Highland Economic Development	\$	0.00
096	Redevelopment Capital	\$	2,000.00
098	Downtown Redevelopment District Allocation Area	\$	0.00
101	Redevelopment Bond & Interest	\$	0.00
107	Cardinal Campus Allocation	\$	1,250.00
250	CEDIT Econ. Dev. Income Tax Fund	\$	0.00
	<b>TOTAL</b>	\$	<b>14,650.10</b>

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**Business from the Commissioners:**

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**Next Meeting:** The next full Study Session will be June 14, 2022 and convene at 6:30 PM. The next Plenary Meeting will be held on June 28, 2022 and convene immediately following the Study Session. 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 Highland Main Street is scheduled for Wednesday, June 8, 2022 at 6:30 PM.

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**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION MINUTES - DRAFT  
TUESDAY, APRIL 26, 2022**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met in an electronically convened meeting using the Zoom platform on Tuesday, April 26, 2022. The study session was called to order at 6:32 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, and Cyril Huerter. Commissioner Bill Leep attended the meeting electronically and Commissioner Alex Robertson was absent. A quorum was established.

**Additional Officials Present:** Pat Krull, School Town of Highland Representative and non-voting member to the Redevelopment Commission; John Reed, Abrahamson, Reed and Bilsse; Ed Dabrowski, IT Director; and Lance Ryskamp, Redevelopment Assistant were present in person. Kathy DeGuilio-Fox, Redevelopment Director attended electronically.

**Additional Attendees:** None present.

**General Substance of the Discussion**

1. **Review of Highland Redevelopment Commission Plenary Business Meeting Agenda:** Ms. DeGuilio-Fox reviewed the plenary business meeting agenda with the Commissioners. Brief discussion ensued related to several of the topics.
2. **Welcome to Highland Sign:** Mr. Ryskamp provided a final update of information from potential contractors and addressing all questions that had been asked by the Redevelopment Commission. The Commissioners determined Legacy Sign Group best addressed the design and cost factors that they were interested in.
3. **2907 Jewett Street Commercial Property Improvement Grant:** A brief discussion ensued in regard to approving an extension of the completion date for the Belmonte development project of 2907 Jewett. The Commissioners agreed that they continue to look forward to completion of the project.
4. **Dan Botich Annual Presentation – May Study Session:** Director DeGuilio-Fox advised that Mr. Botich would make his annual presentation of financial information as related to the redevelopment districts / allocation areas in Highland at their May 10<sup>th</sup> study session and that, pursuant to Indiana statute, the overlapping taxing units would be notified of the presentation.
5. **New Director Search:** Ms. DeGuilio-Fox asked if the Commissioners had reviewed the resumes that were forwarded to them and if they would like to interview any of the external candidates. The Commissioners agreed that they would like to interview all of them and asked that Ms. DeGuilio-Fox schedule executive sessions for that purpose upon her return.
6. **Highland Main Street Report:** Mr. Ryskamp reviewed the Highland Main Street (HMS) report that was included in the meeting packet. The Commissioners were advised that HMS had approved their 2022 Work Plan, that Small Business Saturday was scheduled for April 30<sup>th</sup>, that the



Community Garden Committee had begun repairs and a planting schedule and that the Bike Show had been cancelled for further planning.

**7. Redevelopment Commission Comments:**

- a. Installation of Bike Racks in Pocket Parking Lot at the Southeast corner of Jewett & Kennedy was discussed. Commissioner Conley advised he'd met with Carlos Aburto, Parks Board Member, to discuss the location of the racks. They'd determined the best place for them is just off the bike trail as it bends around onto Jewett from under the overpass. The Commissioners were further advised that Mr. Aburto and Commissioner Conley had discussed installing a cement pad at the location to provide stability for the installation of the bike racks. Pat Krull commented as to the proposed location. A cost estimate for concrete, installation and racks is reportedly in progress.
- b. Commissioner Georgeff raised several concerns including:
  - i. The fund in which the cash from the sale of 8610 – 8620 Kennedy Avenue had been deposited. Ms. DeGuilio-Fox responded that she did not have that information in front of her however she would follow up on it when she returns to the office.
  - ii. The parking spaces that were in front of the former Midwest Bank and whether they could be restriped to allow for public parking. Discussion ensued. Ms. DeGuilio-Fox advised she would look into this upon her return to the office.
  - iii. Cleaning & trimming the brush and overgrowth that has grown on the inclines on Jewett east of Kennedy and on the incline up from the renovated parking lot. Discussion ensued. Ms. DeGuilio-Fox advised she would look into this upon her return to the office.

There being no further discussion the Redevelopment Commission study session was adjourned at 7:13 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION  
PLENARY BUSINESS MEETING MINUTES - DRAFT  
TUESDAY, APRIL 26, 2022**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met in person at Town Hall while the meeting was also convened electronically using the Zoom platform on Tuesday, April 26, 2022. The regularly scheduled plenary business meeting was called to order at 7:13 p.m. by Commission President Sean Conley. Commission President Conley called for a roll call. A quorum was established.

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

**Roll Call:** Commissioners Sean Conley, George Georgeff, and Cy Huerter were present in person at Town Hall. Commissioner Bill Leep attended electronically and Commissioner Alex Robertson was absent.

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

*Also Present:* None

**Minutes of Previous Sessions:** Commission President Conley asked if everyone had reviewed the minutes as submitted. 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 George Georgeff seconded the motion. There being no discussion or corrections the minutes of the March 22, 2022 study session and plenary business meeting and April 12, 2022 study session were approved as presented by a voice vote of four affirmatives and zero negatives.

**Special Orders:** None

**Public Comment:** None

**Communications:** None

**Unfinished Business and General Orders:** None

**New Business:**

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).** Having received the document as prepared by Director DeGuilio-Fox, and reviewed, with no further questions or discussion, Commission President Conley asked for a motion to accept and approve the annual report as submitted. Commissioner Cy Huerter made a motion to accept the annual report. Commissioner Bill Leep seconded the motion. There being no further discussion Commission President Conley asked for a voice vote. Upon a voice vote the motion passed with a vote of four affirmatives and zero negatives.

2. **Approval of 2022 Highland Redevelopment Commission Goals:** Ms. DeGuilio-Fox asked if there were any questions or concerns with the 2022 Goals as distributed and reminded the Commissioners that approving their goals did not mean that they could not be changed again during the year. Commission President Conley asked if there was a motion to approve the 2022 Highland Redevelopment Commission Goals. Commissioner Georgeff made a motion to approve the goals as submitted. Commissioner Cy Huerter seconded the motion. There being no further discussion Commission President Conley asked for a roll call vote. Upon a voice vote the 2022 Goals were approved by a vote of four affirmatives and zero negatives.
3. **Resolution 2022-11: A Resolution of the Highland Redevelopment Commission to Amend Resolution 2019-27, Resolution 2020-18, Resolution 2020-25 and Resolution 2021-23 to Provide a Completion Extension for a Commercial Property Façade Improvement Grant to Antonio Belmonte on Behalf of the Belmonte Family Limited Partnership for Property Located at 2907 Jewett Street:** Having discussed the project and delays with Antonio Belmonte the Highland Redevelopment Commission found that the delays were justified and determined the completion date should be extended. There being no further discussion Commission President Conley called for a motion. Commissioner Cy Huerter made a motion to extend the project completion date until March 30, 2023. Commissioner Georgeff seconded the motion. President Conley asked for a roll call vote. Upon a voice vote Resolution 2022-11 was approved and adopted by a vote of four affirmatives and zero negatives.
4. **Resolution 2022-12: A Resolution of the Highland Redevelopment Commission to Approve and Accept a Quote as Provided to the Highland Redevelopment Commission by Legacy Sign Group to Refurbish the Welcome to Downtown Highland Sign Located at the Intersection of Ridge Road and Highway Avenue:** Having interviewed several representatives of different sign companies, discussing on multiple occasions and reviewing proposed upgrades the Commissioners determined their readiness to move forward with Legacy Sign Group. There being no further discussion Commission President Conley called for a motion. Commissioner Cy Huerter made a motion to approve and accept the quote from Legacy Sign Group for the refurbishing of the Welcome to Downtown Highland Sign. Commissioner Bill Leep seconded the motion. President Conley asked for a roll call vote. Upon a voice vote of four affirmatives and zero negatives it was determined that Legacy Sign Group would refurbish the Welcome to Downtown Highland sign. Commissioner Leep asked that Ms. DeGuilio-Fox send a note to Judith Mayer to let her know the Welcome to Downtown Highland sign is going to be refurbished and, with the exception of removing the clock, the design will remain the same. Commissioner Leep also asked that Judy be advised that the new LED lighting will be used to illuminate the sign.

**Action to Pay Accounts Payable Vouchers:** Commissioner George Georgeff made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period February 24, 2022 through March 23, 2022 and the payroll dockets for February 25, 2022 and March 11, 2022 in the total amount of \$9,282.32. Commissioner Cy Huerter 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 three affirmatives, no negatives and one involuntary abstention due to an electronic glitch.

**Vendors Accounts Payable Docket:**

**Redevelopment General Fund, \$20,728.76; Highland Economic Development, \$0.00; Redevelopment Capital Fund, \$2,804.00; Downtown Redevelopment District Allocation Area, \$0.00; Redevelopment Bond & Interest, \$350.00; CEDIT Economic Development Income Tax Fund, \$0.00 and Cardinal Campus Allocation Area, \$0.00. Total: \$23,882.76.**

**Payroll Docket for Payday March 25, 2022, April 8, 2022 and April 22, 2022: Redevelopment Department: Total Payroll: \$13,965.14**

**Business from the Commissioners:** Prior to comments from the Commissioners Ms. DeGuilio-Fox asked for leave to make two comments regarding the Gazebo Express. Ms. DeGuilio-Fox commented that she spoke with Robin Carlascio from the Gazebo Express and a brief article about the Redevelopment Commission receiving the 2022 Partners for Clean Air Municipal Award. The article will be in the upcoming May edition of the Gazebo Express. Ms. DeGuilio-Fox also commented that the Gazebo Express is planning an article in regard to the sale of 2815 Jewett.

**Next Meeting:** The next full Study Session will be May 10, 2022 and convene at 6:30 PM. The next Plenary Business meeting is scheduled for May 24, 2022 and will convene immediately following the Study Session preceding it. The Study Session will reconvene following the Plenary Business meeting if necessary. The next meeting of the Highland Main Street Bureau is scheduled for Wednesday, May 11, 2022 at 6:30 PM.

**Adjournment:** There being no further business of the Highland Redevelopment Commission, the Tuesday, April 26, 2022 meeting of the Highland Redevelopment Commission was adjourned at 7:25 PM.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION MINUTES - DRAFT  
TUESDAY, MAY 10, 2022**

Members of the Highland Redevelopment Commission ("RC", "Commission") met in person at the Highland Municipal Building on Tuesday, May 10, 2022. The study session was called to order at 6:37 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, Cyril Huerter, Bill Leep 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; Ed Dabrowski, IT Director; and Lance Ryskamp, Redevelopment Assistant were present in person. Kathy DeGuilio-Fox, Redevelopment Director attended electronically.

**Additional Attendees:** Dan Botich, Associate & Sr. Economic Development Professional, SEH of Indiana, LLC.

**General Substance of the Discussion**

1. Highland Redevelopment Commission Presentation, pursuant to IC 36-7-25-8, to Overlapping Taxing Units with Respect to 2021 Budget Year Determination for Tax Increment for Highland Allocation Areas: Ms. DeGuilio-Fox re-introduced Dan Botich to the Commissioners and asked that he go ahead with his presentation, a presentation that is mad annually. Mr. Botich reminded the Commissioners that his presentation is required by Indiana Statute and must be made to the overlapping taxing units who have territories within the allocation area(s) of Highland to satisfy IC 36-7-25-8. A hard copy of the presentation was provided to each of the Commissioners and those in attendance. A hard copy will also be sent by Ms. DeGuilio-Fox to those of the overlapping taxing units that were not in attendance. Questions and discussion followed Mr. Botich's presentation.
2. **New Director Search:** Ms. DeGuilio-Fox asked if the Commissioners had reviewed the interview schedule that she'd sent them and reminded them that their first interview with an external candidate was scheduled for 7:45. Brief discussion ensued.
3. **Redevelopment Commission Comments:**
  - a. As part of the discussion about the EV charging stations the Commission discussed purchasing additional chargers believing that with the price of gas (petroleum products) more people will be buying electric vehicles. Discussion ensued regarding this purchase of additional chargers and if they might be installed in Main Square. Construction of the proposed trolley station in the parking lot was also discussed. Discussion ensued. Ms. DeGuilio-Fox was asked if the cost of a trolley was included in the original parking lot renovation budget.
  - b. Commissioner Georgeff opened discussion about the parking spaces that are in front of the former 1<sup>st</sup> Midwest Bank and whether they could be restriped to allow for public parking. Ms. DeGuilio-Fox advised she had discussed it with Mr. Mika and he thought they could not. He explained that the downtown needs the handicap parking spots to remain because the downtown has a shortage already. And, he felt that it is

important they remain because Milestone Therapy clients use them. Discussion ensued. Commissioners wish to pursue the issue. The commissioners feel that with the library renovating the parking lot they should not be allowed to enter from Highway Avenue but instead enter the parking lot off of 4<sup>th</sup> Street on the east side of the lot. Commissioner Georgeff wished to pursue the idea with the Traffic Safety Committee and will seek to be included on the next agenda. The Redevelopment Commission will pursue the addition of parking spaces.

- c. Commissioner Conley asked the status of the Jewett Street bike rack. Ms. DeGuilio-Fox advised she had spoken with Trevor Kinley, from the parks department, just prior to the study session and he continues to work on the concrete arrangements hoping that a parks employee will be able to install the concrete pad. Trevor advised he would send an update to Redevelopment when he has one. Ms. DeGuilio-Fox advised she had asked Trevor as well as Alex Brown what the cost would be and was assured that the cost would be minimal.
- d. Ms. DeGuilio-Fox advised the Commission that two planters in front of Maria's were reported as in disrepair. After inspecting the damage Mark Knesek asked Angotti Landscaping to repair the planters. Angotti is replacing pavers and the top concrete pieces as well as tuck-pointing and replacing mortar between the pavers. The planters have been in place since the streetscape project was completed nearly three decades ago.

There being no further discussion the Redevelopment Commission study session was adjourned at 7:45 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

BOTH OPEN AND PAID

Vendor

Ref #

Invoice Line Desc

GL Number

Fund 094 REDEVELOPMENT GENERAL

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
094-0000-31001	LEGAL FEES-APRIL	97936	ABRAHAMSON, REED & BILSE	LEGAL FEES-APRIL	912.00	
094-0000-33001	LEGAL AD-ADD APPR CAP FUND	97937	THE TIMES	LEGAL AD-ADD APPR CAP FUND	35.33	
094-0000-34023	HEALTH AND DENTAL INSURANCE	97611	TOWN OF HIGHLAND INS FUND (	MAY 2022 HEALTH/LIFE INS PREM RED	2,037.37	
094-0000-34043	LIFE INSURANCE	97611	TOWN OF HIGHLAND INS FUND (	MAY 2022 HEALTH/LIFE INS PREM RED	10.62	
094-0000-35008	FINAL UTILITY BILL-2811 JEWET	97939	NISOURCE INC.	FINAL UTILITY BILL-2811 JEWETT	179.62	999344
094-0000-35008	STORM-2917 HIGHWAY	97938	TOWN OF HIGHLAND UTILITIES	STORM-2917 HIGHWAY	15.22	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	97691	PAYROLL ACCOUNT	5/6PRL D/S TRANSFER REDEVELOPMENT	3,435.79	35274
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	97970	PAYROLL ACCOUNT	5/20PRL D/S TRANSFER REDEVELOPMENT	4,774.15	35297

Total For Dept 0000

11,400.10

Total For Fund 094 REDEVELOPMENT GENERAL

11,400.10

Fund 096 REDEVELOPMENT CAPITAL

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
096-0000-31007	DT PLANTER BOX REPAIR	97935	ANGOTTI LANDSCAPING	DT PLANTER BOX REPAIR	2,000.00	

Total For Dept 0000

2,000.00

Total For Fund 096 REDEVELOPMENT CAPITAL

2,000.00

Fund 107 CARDINAL CAMPUS ALLOCATION

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
107-0000-39013	PAYING AGENT FEE	97940	REGIONS BANK	CARDINAL CAMPUS PAYING AGENT FEE	1,250.00	999345

Total For Dept 0000

1,250.00

Total For Fund 107 CARDINAL CAMPUS ALLOCATION

1,250.00

GL Number      Invoice Line Desc      Ref #      Vendor      Invoice Description      Amount      Check #

Fund Totals:

Fund 094 REDEVELOPMENT GENERAL	11,400.10	
Fund 096 REDEVELOPMENT CAPITAL	2,000.00	
Fund 107 CARDINAL CAMPUS ALLOCATI	1,250.00	
	<u>14,650.10</u>	