

**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION MINUTES  
TUESDAY, JUNE 28, 2022**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met in person at the Highland Municipal Building on Tuesday, June 28, 2022. 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, 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; Tom Black, Highland Town Council Liaison to the Redevelopment Commission; John Reed, Abrahamson, Reed and Bilse; Kathy DeGuilio-Fox, Highland Redevelopment Director and Lance Ryskamp, Redevelopment Assistant, were present in person.

*Also Present in Person:* Dr. Claude Gendreau, Owner/Developer of the Cardinal Campus of Highland; Jodi Kennedy, Veterinary Orthopedic Center; R Kymn Harp, Robbins DiMonte – Chicago; James D. Shanahan, Taft Law.

**General Substance of the Discussion**

- 1. Wayfinding Sign Project:** Director DeGuilio-Fox advised that the Commissioners received two proposals from VIA Marketing in their agenda packet. The first proposal was for a downtown parking lot wayfinding sign and the second was for the downtown business directional wayfinding signs. Ms. DeGuilio-Fox advised that the proposals indicated much reduced pricing and that she prepared resolutions allowing the commissioners to take action during their plenary session should they so choose. Commissioner Leep commented that the commission has been discussing this project for quite some time and he thinks the proposals look good. Discussion ensued. A decision was not reached at the time of discussion.
- 2. Town Theatre Items:** Ms. DeGuilio-Fox advised that she had been in contact with A1 Estate Sales and working with Summer to list the items salvaged from the Town Theatre. Commissioners were advised that photos of the items were provided to Summer. She is working to prepare a listing for each item although she does not believe that the theatre seats will sell due to their deteriorated condition. Ms. DeGuilio-Fox shared Summer’s comment that she is cautiously optimistic about the projector but will research the item for potentially being sold to a collector. Ms. DeGuilio-Fox further advised that Ms. Bloch, new owner of the 2815 Jewett property, is anxious to get the garage cleaned out/cleaned and hoping the sale of the items does not take a long time. Discussion ensued. The commissioners agreed that if the items do not sell within a 30 day time period they may be disposed of.
- 3. Parks Department Request for Funds:** Ms. DeGuilio-Fox directed the Commissioners attention to the email in their packet with the subject line: Beautification of the Ridge Road Embankment around the Downtown Parking Lot. She explained that this email had been received from Richard Underkofler requesting a contribution, in the amount of \$9,466.66, from the Redevelopment Commission and/or Town Council for clearing the depot side of the embankment around the downtown parking lot. Discussion ensued regarding this request. Ms. DeGuilio-Fox advised the commissioners that the redevelopment budget for landscaping is limited and that the redevelopment department has already incurred expenses for the following items:

- Annual landscaping maintenance of Redevelopment-owned property located at 8200 Indianapolis Blvd;
- Downtown tree removal and trimming;
- Downtown planter box replacement at 2936 Highway Avenue.

Ms. DeGuilio-Fox suggested the “but for” question be answered in a situation such as this to answer the question as to whether the expense affects economic development. In this case, it does not whereas the parking lot improvement project did affect economic development. Discussion ensued. Commissioner Conley suggested the request be sent up to the Town Council, as was indicated in the email, and allow them to determine if they, as the Works Board, would pay the expense. Commissioners agreed. Ms. DeGuilio-Fox advised she had already spoken to Clerk-Treasurer Herak about adding this item to an upcoming Council agenda. The Redevelopment Commission will be advised of the Council’s decision when one is made.

4. **HRC Study Session July 12, 2022:** Director DeGuilio-Fox advised the Commissioners that she had planned a vacation for the week prior to their July 12<sup>th</sup> meeting and would not be in the office to notice the meeting. However, she advised she would queue up the noticing to go out automatically to all parties who receive agendas and copies of the public notice, including to herself. And, she further advised she’d spoken with the IT Director and he is willing to send them out manually if there is a problem that occurs. Commissioner Georgeff advised he had spoken to Lance while the Director was out and received permission to stop in and access voice messages in the interim while no one is in the office. He commented that he wants to be able to respond to voice messages and get information to whomever is calling. He also advised he would get a copy of the budget and work on it. Ms. DeGuilio-Fox advised there was no need to review the budget because a proposed 2023 budget would have already been submitted. She explained that the Clerk-Treasurer had requested that information already and she had taken care of it. Ms. DeGuilio-Fox also commented that Commissioner Georgeff should leave the messages as received rather than delete them so she could follow up upon her return and that when she arrived home on Saturday evening she would log in remotely and check them immediately. Commissioners Conley and Huerter both advised they would not be in attendance on July 26<sup>th</sup>. Ms. DeGuilio-Fox reminded the Commissioners that at least three of them needed to be in attendance so that payables could be approved.
5. **Highland Main Street Verbal Report:** Ms. DeGuilio-Fox advised she had asked Lance to provide a verbal report regarding the Highland Main Street (HMS) Bureau activities and suggested that once Lance has moved on the HMS reports could be made by Commissioner Robertson who is also a member of the HMS board. Mr. Ryskamp mentioned those items of interest discussed at the June HMS meeting, in particular the upcoming July 26<sup>th</sup> Highland Downtown Restaurant Crawl and the July 30<sup>th</sup> HMS Car Show. The next meeting of the HMS group is scheduled for Wednesday, July 13, 2022.
6. **Redevelopment Commission Comments:** Commissioner Georgeff reported that he had spoken to Bernie Zemen again about his interest in the Director’s position since Mr. Ryskamp had accepted a different position outside the Town’s employ. He advised that Mr. Zemen is interested in interviewing. Discussion ensued and the Commissioner’s determined they would like an Executive Session scheduled for 6:00 PM on Tuesday, July 12, 2022 prior to the regularly scheduled study session at 6:30 PM. Ms. DeGuilio-Fox advised she would get that done prior to her departure and that it would provide more than required notice. Mr. Georgeff also suggested they get a release for a background check from Mr. Vann, the other remaining candidate, prior to asking the police department to do a background check. Attorney Reed commented that it is

easier if the candidate signs a release however, other than juvenile records, any other police record is already available to law enforcement. Mr. Reed advised he did not believe that had to be done since Mr. Vann had previously been employed by public/governmental entities for years. Commissioner Georgeff also commented that he'd like to offer the assistant position to the other candidate, Mr. Chambers. John Reed suggested the new director might want to provide some input into who the assistant is.

Prior to comments from the Commissioners Ms. DeGuilio-Fox asked for leave to provide two updates. Ms. DeGuilio-Fox commented that she was able to answer the commissioner's questions from the May 10, 2022 Study Session:

7. **Trolley Center:** Commissioners had asked if a cost estimate was determined during planning for the trolley and the trolley center. Ms. DeGuilio-Fox advised that only an estimated cost for the trolley center was determined. She further commented that it was Randy Sherman, Weaver Sherman Architects and Planners, who determined the estimate through the RS Means construction catalog.

There being no further discussion the Redevelopment Commission study session was adjourned at 7:29 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.