

**HIGHLAND REDEVELOPMENT COMMISSION  
PLENARY SPECIAL BUSINESS MEETING MINUTES  
TUESDAY, SEPTEMBER 27, 2022**

Members of the Highland Redevelopment Commission (RC Commission) met in person at Town Hall on Tuesday, September 27, 2022. The regular scheduled plenary business meeting was called to order at 7:35 by President, Sean Conley.

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

**Additional Officials Present:** Pat Krull, School Town of Highland Representative and non-voting member to the Redevelopment Commission. Commission Attorney John Reed.

**Also Present:**

**Minutes:** None - Maria asked where the minutes for the previous meeting were recorded. Atty Reed said, its on one of these recorders, from the back office where Lance used to sit.

**Special orders:** None

**Public Comment:** None

**Communications:** Commercial Property Improvement application. Notice of Survey – Maria stated that we did receive a notice of 4 properties that are being surveyed on Indianapolis. I did ask Ken about this. He said he has never seen this type of questionnaire survey. I don't feel I am qualified at this time to answer the questionnaire. I am not in the position to say what is or is not on that property. They are giving us notice they are going onto the property. Comm. Georgeff, asked – is it our property. Maria, said yes 4 parcels. Comm Georgeff said, right down the old bait shop, we have like 5 acres back there. Comm. Conley said its all landscaped now. The bait shop gave us the rest of the property. So, the commercial property application, go over it with us at the next meeting.

**Action to Pay Account Payable Vouchers:**

Voucher for \$371.52 - payroll

Voucher for \$879.09 - payroll

Voucher for \$4,031.73- Abrahamson, Reed & Bipse, NEIS Engineering, Utilities, payroll transfer  
Comm. Huerter motioned for approval, Commissioner Leep seconded.

Roll call: Commissioners Sean Conley - yes, George Georgeff - yes, Cy Huerter – yes , Bill Leep-yes and Alex Robertson – yes. 5 yes 0 no.

**Unfinished Business or General Orders:** None

**New Business:**

going to interview this person its \$40 bucks. When I did it for my business, I got a lot of unqualified candidates, I hit deny, deny, deny, and then I got a bill for \$450 dollars, because they had promoted it.

2. **Wayfinding** – Maria said, there are 2 handouts for the Wayfinding signs, one is for the parking lot and one is the directional signs. And basically, these are the questions that need to be answered in order to start the process and half down for the parking lot and half down for the directional signs. Maria covered the items on the handouts. Comm. Georgeff asked if she would be willing to come and present to the Town Council, I think they need to see all this and hear all this and decide if they want us to pursue. If they do they can authorize the expenditure and put it on our agenda. We don't want to waste any more time. Some conversation on the reduction of the Capital funds, which included the wayfinding funds. Comm. Conley asked that Councilman Black gets a copy of the Wayfinding handouts. Maria stated, yes, he has them. Comm. Conley asked Councilman Black to bring that to the Council. Tell them this is a project that we have ongoing and we would like to get it started. Some conversation of the QR code and where it launches to. Comm. Leep asked that Ed attend the next Commission session. Maria asked if Councilman Black could let her know if this will be on the Council meeting agenda, so that she could ask the representative to be there.
3. **Moving to Indiana** – Comm Conley stated that we had a small conversation with the Council, introduced this topic to them. Maria and Tom both met with Lisa the representative. What were your thoughts? Tom, said it seems like a good idea to me. I brought it up as part of my report last night, we need to get on it. Comm Conley, asked if this is \$10,000 a year, we need to pitch to other departments if they want to participate. If you go to the City of Hammond and the Town of Dyers site are done, if you scroll down you will see, parks, business. We are paying them to market Highland. Councilman Black, said yes specifically marketing to Illinois. Comm. Leep said, if we can attract small businesses from Illinois that would help with taxes. Comm Huerter, commented that Gary has a new Director for Redevelopment and he suggested Maria reach out to her and network. Atty: Reed stated that the Redevelopment Commission can authorize Sean to sign the contract, subject to the Council approval. Put it on the agenda. Also we will amend the ordinance and change the job title with a Resolution as well. We have on Resolution retroactively dispose of the Town Theater property. Some discussion on this.
4. **Commercial Prop. Application** – Maria stated she will be meeting with the NWI Parkinson and will update the Commission at the next meeting.
5. **AIM Conference** Comm. Conley said he is not going to be available for this. But we are going to send Maria. Does anyone else want to go? This is like education, so its in the budget. Councilman Black will take it to the Council, for Maria to attend.
6. Any comments from the Commissioners – Comm. Georgeff – said he just saw the Capital funds were decreased under this IC code and I don't know if its applicable to the Redevelopment Capital fund. Atty Reed stated you just can't increase the Levy, that's what the taxpayers pay. The levys are set. Some discussion ensued.
7. **Meeting adjourned 7:19 P.M.**

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

Members of the Highland Redevelopment Commission (RC Commission) met in person at Town Hall on Tuesday October 11, 2022. The Study session was called to order at 6:35 by President, Sean Conley.

**Present:** Commissioners Sean Conley, George Georgeff, Cy Huerter, Bill Leep and Alex Robertson were present in person at Town Hall.

**Also Present:** None

**Additional Officials Present:** Councilman Tom Black, Commission Attorney John Reed, Director - Maria Becerra.

**General Substance and Discussion**

1. **Assistant Position** – Maria explained to the Commission, I did give the Commission copies of the original job description for the Assistant. And then a draft on some choices and suggestions on job title, depending on what you think will be a good fit for the changes that are being made to the position. What I would like to do is for the next regular meeting is to come to the commission for approval of a new Job Description. We do need to add minimum requirements, education, experience, so these are other items we need to put in here. As far the pay, we did look at the Highland wide jobs, its pretty comparable to what you were proposing to pay, its comparable. Again, I would like to finalize and present at the next meeting. Comm. Georgeff, said Assistant Director. Comm. Conley said Assistant Redevelopment Director, so that we have that title of Director in there. Maria asked if that would then mean upping the job responsibilities? Comm. Huerter asked, were we thinking of this position helping other departments? Some discussion ensued. Comm. Robertson asked Maria, what would you like to add. Maria said definitely some Marketing skills. Maria asked if the Commission wanted this person to work with other departments and the Council or just leave that open? Comm. Georgeff and Comm. Conley, said to leave it open. Comm. Conley said, we really need someone who can sit between you and Main Street, it's the most important thing. Taking care of the website, networking, allowing Alex not to be the liaison for the Main Street. Maria asked the commission, in terms of qualification, education, what would the commission like to see. Comm. Robertson, said for that amount of pay, probably minimal. Comm. Conley said to ask for High School Degree, College Degree preferable. Comm. Robertson mentioned to include, expected to attend evening meetings. Maria said that she would then go ahead and put the Job Title & Description for the Oct 25th agenda. Atty Reed, stated that it would have to go on the Wage/Salary that we have. Comm. Georgeff said the job needs to be posted internally for 5 days, it can be posted on AIM they have a site. Maria Becerra said when she went on indeed, it appears to be free. Comm. Robertson, said it is free, as far as if you reach out to a candidate off of there and you say I am

1. Resolution #2022-16 Wage & Salary Redevelopment Director and Redevelopment Assistant Comm. Georgeff made a motion approve Comm. Huerter seconded

Roll call: Commissioners Sean Conley - yes, George Georgeff - yes, Cy Huerter – yes, Bill Leep- yes and Alex Robertson – yes. 5 yes 0 no.

2. Resolution #2022-17 Consulting Contract – Comm. Leep made a motion to approve the Resolution for outside Consulting Services, Comm Huerter seconded.

Roll call: Commissioners Sean Conley - yes, George Georgeff - yes, Cy Huerter – yes, Bill Leep- yes and Alex Robertson – yes. 5 yes 0 no.

3. Assistant Position – we have had our discussion about the Assistant Position
4. Wayfinding Signs – Comm. Conley asked if anyone knew where we left off with the Wayfinding signs. Atty Reed, said that would be a good Kathy question. We are going to find out, we will reach out to Kathy and find out. Atty Reed stated it seem like the pricing was there, the design was there, all we wondering is how to pay for the QR code. Comm. Leep state that John had asked him to reach out to Ed. Ed was able to come to this meeting. He said next month he might be able to come. Then we can discuss what we want the QR code to tie into for all the downtown business. I will reach out to him to come to our study session so we can go over that, I don't think its going to be very hard. Comm. Huerter, was asking about the Move to Indiana. Maria are you familiar with that. Maria responded, was there a video that was presented to the Commission or a presentation? That's basically it. Comm. Georgeff said there was a packet that was given to the Commission and there was a presentation made here. Comm.Huerter stated we were going to do some more studying to see when we would move forward on that. Comm. Conley, asked that this be put on the next study session
5. Redevelopment Updates – Commissioner Conley stated there was nothing at this point that we did not discuss in the Study Session.
6. Business from the Commissioners – Comm. Georgeff stated he would like to authorize Maria and Comm. Conley, or in his absence another Commissioner, to attend the State AIM Conference, we would pick up the costs/expenses. Comm. Conley asked if we need a Resolution? Atty Reed said, no just a motion. Comm. Huerter made the motion, Comm Robertson seconded. Comm Leep asked if this motion included, Redevelopment covering the cost? Comm. Georgeff said yes. Comm. Leep said and if they want their spouse to attend, they pay for their own spouse. Comm. Georgeff, said yes. Comm Leep said Ok. Comm Conley asked for all in favor? ayes (all). Atty Reed asked if any opposed? (none). Comm. Conley asked if there was any other business? Maria mentioned that there is a meeting this week about a property on Indianapolis. Is there anyone from the commission that could attend? Atty Reed asked what is the property? Maria stated 8141 Indianapolis Retail Project. Comm. Georgeff, said that has to be the people that have the bus terminal. Comm. Conley, said it looks like they want to meet this Friday. This email is asking for Maria and Ken to meet. Comm. Georgeff, said let me know what time, I might be able to attend. Maria said its at 10:00 a.m. Comm. Conley asked again, any other business? Atty Reed told Maria he would call those people about the Survey. Comm Conley, stated the next meeting will be Oct. 11<sup>th</sup> at 6:30, the next Public meeting will be the 25<sup>th</sup>. Shall we adjourn 7:52 p.m.