

**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. 11th at 6:30, the next Public meeting will be the 25th. Shall we adjourn 7:52 p.m.