

HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
TUESDAY, FEBRUARY 14TH, 2023

Members of the Highland Redevelopment Commission (RC Commission) met in person at Town Hall on Tuesday, February 14, 2023. The Study session was called to order at 6:30 PM by President Sean Conley.

Present: Commissioners Sean Conley, George Georgeff, Bill Leep, Alex Robertson, and Town Council President Tom Black were present in person at Town Hall.

Additional Officials Present: Maria Becerra, Redevelopment Director; Susan Hale, Assistant Redevelopment Director; John Reed, Attorney; Pat Krull, Non-Voting Commissioner & School Town Representative; Mark Herak, Clerk-Treasurer

Also Present: None

General Substance and Discussion

1. Town Council Communications – Mark Herak was present at the meeting and engaged in discussion with the commissioners about various topics including the 8141 Indianapolis Development, Redevelopment staff and budget updates. Attorney Reed and Director Becerra also participated in the discussion.
2. Highland Main Street – Director Maria Becerra gave updates from the HMS meeting, and the Commission were given a written update from Assistant Director Susan Hale. Vice President Alex Robertson gave updates about the Valentines Hunt that HMS held the weekend prior.
3. Highland Neighbors for Sustainability – Director Maria Becerra gave updates about HNS and the Commission were given a written update from Assistant Director Susan Hale.
4. Tax Abatement Annual Reports – Director Maria Becerra gave updates about the Annual Tax Abatement Reports, including which businesses have not yet submitted theirs.
5. Redevelopment Annual Reports – Director Maria Becerra gave updates about the Annual Reports.
6. LEDO – Local Economic Development Organization – Director Maria Becerra gave some updates from the January LEDO meeting, as well as relayed some information relating to identifying available commercial sites.
7. Municipal Code Consultant Comments – Updates were given about the Municipal Code Consultant Comments that the Commission had asked Director Maria Becerra to look into. She provided these documents to the Commission.
8. Records Retention – Director Maria Becerra and Attorney John Reed answered the Commission's questions about records, including where files are kept and how long certain types of documents need to be kept for. President Sean Conley explained what his company has done in terms of digitalization of documents, and inquired about whether other municipalities are also working on anything like this. Attorney John Reed said he would look into the legality of the digitalization of public documents.
9. Recording Secretary – Director Maria Becerra spoke with the Commission about the requirements for who needs to be the Recording Secretary. Attorney John Reed clarified the legality of who is allowed to be the Recording Secretary.

10. 2023 Meeting Schedule – Assistant Director Susan Hale had put together an entire schedule for the Redevelopment Commission meetings for the year of 2023 and it was presented to the Commission.
11. Commissioner Comments.

The meeting was adjourned by President Sean Conley at 7:50 PM.