

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
TUESDAY, FEBRUARY 23, 2021**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met in an electronically convened meeting using the Zoom platform on Tuesday, February 23, 2021. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb’s Executive Order 20-04, 20-09 and 20-25 now extended through 01 March 2021 by his Order 21-03, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Study Session was called to order at 6:30 p.m. by Commission President Cy Huerter.

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

Roll Call: Commissioners present included Sean Conley, George Georgeff, Cy Huerter, Bill Leep and Robyn Radford. A quorum was established.

Additional Officials Present: Patrick Krull, School Town of Highland Liaison and non-voting member; Ed Dabrowski, IT Consultant; and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: John Jurisa, Weichert Realtors; Two unidentified attendees.

General Substance of the Discussion

1. **Review of the Plenary Business Meeting Agenda:** Ms. DeGuilio-Fox reviewed the plenary business meeting agenda with the Commissioner’s directing their attention to Resolution 2021-03 regarding legal representation for the 2021 budget year as well as the need to accept the 2021 Redevelopment Commission Goals. Brief discussion ensued.
2. **Bult Oil Property – Discussion:** Director DeGuilio-Fox verified that John Jurisa the broker agreement of Weichert Realty had joined the meeting and was prepared to provide an update regarding inquiries he’d received on the sale of the former Bult Oil property. Mr. Jurisa reported as to the changes he’s made in the multiple listing remarks, now stating the Bult Oil property is a brownfield, and the other listing activities. He mentioned that one of the inquiries was in regard to making it a used car lot. Brief discussion ensued regarding the current municipal code which requires any new used car dealerships to have a minimum of 50% new cars. Mr. Jurisa asked if the property could be used as a new car dealership overflow parking area. Kathy stated she would ask Mr. Mika. Mr. Jurisa went on to report the contacts and conversations he’d received. When asked why more interest is not being received he felt it is perhaps because of the environmental issues and that several have contacted the Building Department and been told the building would have to be demolished. Commissioners asked why the Plan Commission has so much to say about how the property can be used and why the decisions are hinging on contact with Ken Mika’s office rather than the Redevelopment property. The response was that it is in an overlay district and the plan commission determines what is or isn’t an appropriate use of a property and how it is to be developed. Lengthy discussion ensued. A commissioner suggested that if Mr. Jurisa gets particular interest in the property he should encourage an offer be submitted that includes the opinion of a structural engineer regarding the building. Commission Huerter would like to evaluate the offer and if acceptable deal with the Plan Commission as to why it should be acceptable. Another Commissioner suggested that there should be discussion with the Plan Commission so that they are not calling all the shots on property owned by the Redevelopment Commission. Several were unhappy with the fact that the Commission has virtually no opinion as to the use of the property. Discussion ensued and the Commissioners agreed to speak with Council liaison Sheeman in this regard.

3. **Commercial Property Improvement Grants:**

- a. Director DeGuilio-Fox advised that an application had been submitted by Superior Ambulance for interior and façade renovations of the Express Drive property they purchased. Discussed ensued regarding the location considering it is outside the Highland Redevelopment Area I where all grants to date have been awarded. Ms. DeGuilio-Fox also advised she discovered that the owners have already started project work which is in direct violation to the application procedures. Discussion ensued and the decision was made by the Commissioners to decline granting the award as submitted.
 - b. Ms. DeGuilio-Fox also advised that she'd received a call from an individual who was in the process of purchasing Condit Street property and called to inquire about the Commercial Property Improvement Grant program. At his request an application was sent to him. Brief discussion ensued.
4. **Public Offering for 8610, 8612, 8616 and 8620 Kennedy Avenue:** Ms. DeGuilio-Fox advised that the developer she has been speaking with for the past several months regarding the Condit Street and Kennedy Avenue properties is progressing in his due diligence. Ms. DeGuilio-Fox asked if the Commission would like her to move forward to get the Kennedy Avenue property, owned by the Redevelopment Commission, appraised so that a public offering may be prepared. After brief discussion the Commissioners agreed that they are interested in pursuing this.
5. **Highland Main Street:** Ms. DeGuilio-Fox advised that new Main Street members are being recruited and asked if one of the Commissioners would like to serve on the board as is prescribed by the By-Laws. No one was interested however they agreed with Commissioner Radford's suggestion that they could all perhaps share the burden and rotate attending meetings. Further discussion will be held in this regard when and if there are sufficient new members recruited and the Council makes the appointments.
6. **Redevelopment Commissioners Comments:** Ms. DeGuilio-Fox advised that a lease renewal was due soon for the Primitive Peddler and asked if the Commissioners wanted to increase this rent by 3% as they had done for the recent lease renewal of SIP Coffee House and Artisan Café. After several minutes of discussion related to the topic the Commissioners determined that the upcoming lease renewal should reflect an increase of 3%. Ms. DeGuilio-Fox was asked to provide the rent per square foot amount at the March 9, 2021 study session to determine how it compared to market value. Ms. DeGuilio-Fox also reminded the three commissioners who had been reappointed in January to complete their bond application and return it to her as soon as possible. No additional comments were offered.

There being no further discussion the February 23, 2021 study session of the Highland Redevelopment Commission was adjourned at 7:20 P.M.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
PLENARY BUSINESS MEETING MINUTES
TUESDAY, FEBRUARY 23, 2021**

The Highland Redevelopment Commission (“Commission”, “RC”) met in an electronically convened meeting using the Zoom platform. The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb’s Executive Order 20-04, 20-09 and 20-25 now extended through 01 March 2021 by his Order 21-03, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. The Plenary Business Meeting was called to order at 7:20 p.m. by Commission President Cyril (Cy) Huerter.

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

Roll Call: Commissioners present included Sean Conley, George Georgeff, Cyril Huerter, Bill Leep and Robyn Radford. A quorum was established.

Additional Officials Present: Patrick Krull, School Town of Highland Liaison and non-voting member; Ed Dabrowski, IT Consultant and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: John Jurisa, Weichert Realtors; Two unidentified attendees.

Minutes of the Previous Sessions: Commission President Cy Huerter called for a motion to approve minutes. Commissioner George Georgeff moved to approve the minutes of the Study Session and Plenary Business meeting of January 26, 2021 and the February 9, 2021 Study Session. Commissioner Bill Leep seconded the motion. There being no discussion, Commission President Huerter called for a roll call vote. Upon a roll call vote, the motion passed. The minutes were approved by a voice vote of five affirmatives and no negatives.

Special Orders: None

Public Comment: None

Communications: None

Unfinished Business and General Orders: None

New Business:

1. **Consideration of Resolution 2021-03: Resolution of the Highland Redevelopment Commission Approving and Adopting an Agreement for Legal Services to the Highland Redevelopment Commission for 2021.** Director DeGuilio-Fox reminded the Commissioners that they selected to table this resolution at their January plenary session. However, having duly considered the issue of legal services Resolution 2021-03 and there being no further discussion, Commission President Cy Huerter called for a motion to approve. Commissioner Bill Leep made a motion to adopt Resolution 2021-03. Commissioner Sean Conley seconded the motion. There was no further discussion. Commission President Cy Huerter called for a roll call vote. Upon a roll call vote the motion passed by a voice vote of five affirmatives and no negatives.
2. **Approval of 2021 Highland Redevelopment Goals.** Having previously reviewed the 2021 goals and discussed extensively, and also understanding that the goals could be amended at any time, the Commission agreed to move forward with approval. Commission President Huerter called for a

motion to approve. Commissioner Robyn Radford made a motion to approve the 2021 Highland Redevelopment Commission goals. Commissioner Georgeff seconded the motion. There was no further discussion. Commission President Huerter called for a roll call vote. Upon a roll call vote the motion passed by a voice vote of five affirmatives and no negatives.

Action to Pay Accounts Payable Vouchers: Commissioner Leep made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 17, 2020 through January 27, 2021 and the payroll dockets for December 4, 2020, December 31, 2020 and January 15, 2021, in the amount of \$69,588.22. Commissioner Radford seconded the motion to approve the Accounts Payable Vouchers. There being no further discussion Commission President Huerter called for a roll call vote. Upon a roll call vote the motion passed with five affirmatives and no negatives.

Vendors Accounts Payable Docket:

Redevelopment General Fund, \$25,282.30; Highland Economic Development, \$0.00; Redevelopment Capital Fund, \$0.00; Downtown Redevelopment District Allocation Area, \$0.00; Redevelopment Bond & Interest, \$113,583.75; CEDIT Economic Development Income Tax Fund, \$807.00 and Cardinal Campus Allocation Area, \$171,715.07. Total: \$311,388.12.

Payroll Docket for Payday of January 29, 2021 and February 12, 2021: Redevelopment Department: Total Payroll: \$8,318.93* *(Please note that the Payroll Docket amount indicates only gross pay for the employees of the Redevelopment Department.)*

Business from the Commissioners: There was no further business or comments from the Commissioners.

Next Meeting: President Huerter advised that the next Study Session is scheduled for Tuesday, March 9, 2021 and will convene at 6:30 PM. The next Plenary Business Meeting is scheduled for Tuesday, March 23, 2021 immediately following the study session. A Study Session will reconvene following the public meeting, if deemed necessary. The next meeting of the Highland Main Street is tentatively scheduled to convene on Thursday, March 4, 2021 at 6:30 p.m. Due to the Executive Orders issued by Governor Holcomb in response to the COVID-19 pandemic, a decision will be made as to whether meetings will be convened electronically or if the opening of the Town Hall will allow for a public meeting to be held in Council Chambers.

Adjournment: There being no further business, Commission President Huerter called for a motion to adjourn. Commissioner Radford made a motion to adjourn. Commissioner Leep seconded the motion. Upon a roll call vote the motion passed by a voice vote of five affirmatives and no negatives. The February 23, 2021 public meeting of the Highland Redevelopment Commission was adjourned at 7:37 p.m.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

**THE TOWN OF HIGHLAND
HIGHLAND REDEVELOPMENT COMMISSION
RESOLUTION 2021-03**

**A RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION
APPROVING AND ADOPTING AN AGREEMENT FOR LEGAL SERVICES TO THE
HIGHLAND REDEVELOPMENT COMMISSION FOR 2021**

Whereas, The Redevelopment Commission of the Town of Highland is authorized to undertake redevelopment activities under IC 36-7-14 and Chapter 216 of the Highland Municipal Code, which are public uses and purposes for which public money may be spent and private property may be acquired, and

Whereas, Redevelopment activities include performing all acts incident to the statutory powers and duties of a redevelopment commission; and

Whereas, The Redevelopment Commission may adopt rules and bylaws it considers necessary for the proper conduct of their proceedings, the carrying out of their duties; and

Whereas, The Redevelopment Commission is authorized to negotiate and enter into contract by statute; and


Whereas, The Redevelopment Commission needs legal advice to carry out its duties; and,

Now Therefore Be It Hereby Resolved by the Highland Redevelopment Commission, Highland, Lake County, Indiana:

That it is in the best interest of the Town to enter into an Agreement with the law offices of Abrahamson, Reed & Bilse for the year of 2021 at an hourly rate of One Hundred Ninety and 00/100 Dollars (\$190.00) per hour.

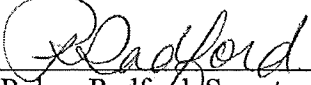
DULY PASSED and RESOLVED by the Highland Redevelopment Commission, Highland, Lake County, Indiana, this 23rd day of February, 2021 having passed by a vote of 5 in favor and 0 opposed.

**REDEVELOPMENT COMMISSION of the
TOWN of HIGHLAND, INDIANA**



Cyril Huerter, President

ATTEST:



Robyn Radford, Secretary

ABRAHAMSON, REED & BILSE

ATTORNEYS AT LAW
8230 HOHMAN AVENUE
MUNSTER, INDIANA 46321

KENNETH DEARBORN REED
(1937-2008)

HAROLD ABRAHAMSON
SCOTT R. BILSE
JOHN P. REED

Telephone Number: (219) 595-5306 ext. 236
Facsimile Number: (219) 513-9754
Email: jjpratlaw@aol.com

January 6, 2021

VIA EMAIL: kdeguilio-fox@highland.in.gov
Kathy Deguilio-Fox
Redevelopment Director
Town of Highland, Indiana

In re: Legal Services

Kathy:

In response to your email of January 5, 2021, I am very happy to offer my continued services to the Redevelopment Commission of the Town of Highland. My current billing rate of \$190.00 per hour will hold for 2021, without increase. I very much enjoy working with the Commission. This year has presented more challenges than any of us are accustomed to, but we still made it. Hopefully work can return to normal sooner rather than later. Thank you for your kind consideration.

Very truly yours,

/s/ John P. Reed

02/18/2021 11:36 AM
 User: DMJ
 DB: Highland

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 EXP CHECK RUN DATES 01/28/2021 - 02/24/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

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

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 094 REDEVELOPMENT GENERAL						
Dept 0000	JANUARY LEGAL FEES	90889	ABRAHAMSON, REED & BLISE	JANUARY LEGAL FEES	285.00	
094-0000-31001	DECEMBER 2020 LEGAL EXPENSES	90892	ABRAHAMSON, REED & BLISE	DECEMBER 2020 LEGAL EXPENSES	35.00	
094-0000-34001	REDEV COMMISSIONER BONDS	90893	KEystone BONDING&SURETY AGEN	REDEV COMMISSIONER BONDS	300.00	
094-0000-34023	DENTAL INS	90756	TOWN OF HIGHLAND INS FUND (V JANUARY 2021 HEALTH/LIFE INS PREM	HEALTH/LIFE INS PREM	102.15	33508
094-0000-34023	HEALTH INS	90757	TOWN OF HIGHLAND INS FUND (V FEBRUARY 2021 HEALTH/LIFE INS PREM	HEALTH/LIFE INS PREM	3,232.52	33509
094-0000-34043	LIFE INS	90756	TOWN OF HIGHLAND INS FUND (V JANUARY 2021 HEALTH/LIFE INS PREM	HEALTH/LIFE INS PREM	15.88	33508
094-0000-34043	LIFE INS	90757	TOWN OF HIGHLAND INS FUND (V FEBRUARY 2021 HEALTH/LIFE INS PREM	HEALTH/LIFE INS PREM	15.88	33509
094-0000-35008	UTILITIES-2821 JEWETT	90890	NORTHERN IN PUBLIC SERVICE	CUTILITIES-2821 JEWETT	65.11	
094-0000-35008	UTILITIES-2811 JEWETT	90891	NORTHERN IN PUBLIC SERVICE	CUTILITIES-2811 JEWETT	133.42	
094-0000-35008	STORM-8620 KENNEDY	90883	TOWN OF HIGHLAND UTILITIES	STORM- 8620 KENNEDY	61.03	
094-0000-35008	STORM-8618 KENNEDY	90884	TOWN OF HIGHLAND UTILITIES	STORM-8618 KENNEDY	61.03	
094-0000-35008	STORM-8612 KENNEDY	90885	TOWN OF HIGHLAND UTILITIES	STORM- 8612 KENNEDY	15.22	
094-0000-35008	STORM-8610 KENNEDY	90886	TOWN OF HIGHLAND UTILITIES	STORM-8610 KENNEDY	15.22	
094-0000-35008	STORM-2605 CONDIRT	90887	TOWN OF HIGHLAND UTILITIES	STORM-2605 CONDIRT	15.22	
094-0000-39020	D/S REDEV ICT ALLOCATIONS RES	90674	IT INTERNAL SERVICE FUND	D/S REDEV. ICT ALLOCATIONS RES 202	10,588.30	33465
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	90522	PAYROLL ACCOUNT	1/29 PRL D/S TRANSFER REDEVELOPMENT	5,309.36	
094-0000-45200	REDEVELOP GEN TRANSFER GROSS	90695	PAYROLL ACCOUNT	2/12PRL D/S TRANSFER REDEVELOPMENT	5,031.96	33494
	Total For Dept 0000				25,282.30	
	Total For Fund 094 REDEVELOPMENT GENERAL				25,282.30	

Fund 107 CARDINAL CAMPUS ALLOCATON						
Dept 0000	PAYMENT OF PRINCIPAL	90519	REGIONS BANK	CARDINAL CAMPUS PROJECT ECONOMIC D.	145,000.00	999299
107-0000-39011	BD PAYMENT OF INTEREST	90519	REGIONS BANK	CARDINAL CAMPUS PROJECT ECONOMIC D.	26,715.07	999299
107-0000-39012					171,715.07	
	Total For Dept 0000				171,715.07	
	Total For Fund 107 CARDINAL CAMPUS ALLOCATON				171,715.07	

Fund 250 CREDIT ECON. DEV. INCOME TAX FUND						
Dept 0000	ENGINEERING SERVICES	90888	WEAVER HOLDINGS, LLC	ENGINEERING SERVICES	807.00	
250-0000-35010					807.00	
	Total For Dept 0000				807.00	
	Total For Fund 250 CREDIT ECON. DEV. INCOME TAX FUND				807.00	

02/18/2021 11:36 AM
User: DMJ
DB: Highland

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 01/28/2021 - 02/24/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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

Fund Totals:

Fund 094 REDEVELOPMENT GENERAL	25,282.30
Fund 107 CARDINAL CAMPUS ALLOCATIO	171,715.07
Fund 250 CEDIT ECON. DEV. INCOME T	807.00

197,804.37

02/18/2021 11:34 AM

User: DMJ

DB: Highland

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND

EXP CHECK RUN DATES 01/25/2021 - 01/25/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 1/2

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

Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT

Dept 0000

101-0000-39011

101-0000-39012

PAYMENT OF PRINCIPAL

BD PAYMENT OF INTEREST

90527

90527

HUNTINGTON NATIONAL BANK

HUNTINGTON NATIONAL BANK

REDEVELOPMENT DISTRICT BONDS SERIE:

REDEVELOPMENT DISTRICT BONDS SERIE:

105,000.00

8,583.75

999298

999298

Total For Dept 0000

113,583.75

Total For Fund 101 REDEVELOPMENT BND & INT NON-EXEMPT

113,583.75

02/18/2021 11:34 AM
User: DMJ
DB: Highland

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 01/25/2021 - 01/25/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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

Fund Totals: Fund 101 REDEVELOPMENT BND & INT N

113,583.75
113,583.75