

## HIGHLAND MAIN STREET

Agenda for July 2, 2020

6:30 PM

This meeting will be convened as an electronic meeting pursuant to Governor Holcomb's Executive Order 20-04 and 20-09, and 20-25 now extended by Executive Order 20-30 through 4 July 2020, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the emergency.

People may observe the meeting by joining the meeting on the Zoom platform  
<https://zoom.us/j/94771214359?pwd=NndxeEpZdnUOSmpiWDRtME8yV1pxUT09>

Further, persons wishing to offer comment in the meeting may access the electronic meeting by using the preceding and adding the password for Meeting ID: 947 7121 4359

Password: 377326

One tap mobile

+13126266799,,94771214359#,,,,0#,,377326# US (Chicago)

Dial by your location

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Meeting ID: 947 7121 4359

Password: 377326

Find your local number: <https://zoom.us/u/ah2MsEXKw>

1. Call to Order
2. Approval of the Minutes—March 3, 2020, May 7, 2020 & Meeting Memorandum of June 4, 2020
3. Committee Reports
  - A. Community Garden
    1. Garden Update/ Discussion on Produce Distribution
  - B. Events
    1. Maker's Market- September 26<sup>th</sup>- Discussion of proposal from Highland Council of Community Events
  - C. Art- Mural Repair- Mural Alcove
  - D. Downtown Promotions
    1. Feedback from Downtown Businesses- Teri Yovkovich
    2. Discussion concerning downtown business participation with Council of Community Events (Aug. 8<sup>th</sup>- Community-Wide Garage Sale/ Oct. 24<sup>th</sup>- Trunk or Treat/ Nov. 28<sup>th</sup>- Christmas Parade & Tree Lighting)
  - E. Design/ Aesthetics & Historic Preservation- No Report
6. Discussion
7. Adjournment

**HIGHLAND MAIN STREET MEETING**  
**Highland Town Hall- Highland, Indiana 46322**  
**March 5, 2020 MINUTES**

**Call to Order**

At 6:31 PM, the Highland Main Street (HMS) meeting was called to order by President Dawn Diamantopoulos at Highland Town Hall, 3333 Ridge Road in Highland, Indiana.

**Roll Call:**

The following were present: Board Members Dawn Diamantopoulos, Lola McKay, Julie Larson, Teri Yovkovich, Mary Wells, Kellie Shelton, Kali Rasala, Redevelopment Director Kathy DeGuilio-Fox, Town Council Liaison Roger Sheeman and Redevelopment Assistant Lance Ryskamp. Board Members Emily Foreit, Marie Russo, Aubrey Velasquez, Renee Reinhart, and Mary Ellis were absent. Also present was Michael Blejski, Jacqui Herrera and Valerie Riley, from Michael's Resale who was invited by Board member Kellie Shelton.

**Minutes:**

Michael Blejski noted that a correction was needed in the February minutes to reflect that the Community Garden committee was going to create two, not one, additional beds. Teri Yovkovich made a motion, seconded by Kali Rasala, to approve minutes from February 6, 2020 meeting, with this correction. The motion passed on a voice vote 7-0.

**Election of Highland Main Street Bureau Vice President**

Dawn Diamantopoulos advised the Board that with the departure of Vice President Doug Van Ramshorst from Highland Main Street, an election for a new Vice President was needed. Mary Wells was nominated for the position. No other nominations were proposed.

Prior to a formal vote, Mary Wells initiated a discussion indicating her concern that the events of the February 6<sup>th</sup> meeting had led to a public discussion concerning former HMS Vice President Doug Van Ramshorst at a Town Council meeting. A lengthy discussion ensued between Board members, volunteers, Redevelopment Director DeGuilio-Fox and Town Council Liaison Sheeman as to what transpired at the February 6<sup>th</sup> meeting, how it was interpreted by those present and how the matter came to be before the Town Council.

At the end of the discussion, Lola McKay made a motion, seconded by Julie Larson, to elect Mary Wells as Vice President for the remainder of 2020. The motion was approved unanimously by a voice vote 7-0.

**Community Garden Committee**

Michael Blejski said that a meeting was held with Purdue Extension. He said the dates set by the committee for prep work on the garden, included pre-frost work on April 11<sup>th</sup> and post-frost work on May 2<sup>nd</sup>. The committee also wanted to hold a pre-Mother's Day event on May 9<sup>th</sup>. A discussion ensued about event details, including having a sign-up sheet for the event at the Highland Library and availability of flower pots at Michael's Resale.

**Events Committee**

**Car Cruise**

The Redevelopment Assistant provided to the Board the first Income/ Expense report for the 2020 Car Cruise to date. He advised that the cost of all of the traditional, known expenses for the event have been identified and were included in the report. A discussion ensued concerning how Board members could assist with the event. The Redevelopment Commission Assistant said that Main Street traditionally has a tent at the event if members want to assist in manning it, but the biggest assistance would be helping

pass out flyers when they become available and sharing social media posts about the event. He said he would send all of the Board members the Facebook Event page links for the Car Cruise, Last Call For Summer and Makers' Market.

#### **Last Call For Summer**

The Board reviewed the draft sponsorship application drafted by the Redevelopment Commission Assistant, which included the addition of a new "Presenting Sponsor" sponsorship level. A discussion ensued as to whether to set the sponsorship at \$750 or \$1000, and at the conclusion of the discussion, the consensus of the Board was for it to be \$750. The Redevelopment Assistant said the final draft would be put together and sent out to prospective sponsors.

A discussion ensued on the possibility of purchasing a banner that could be used at not only this event but the Car Cruise as well, to clearly identify the events' Presenting Sponsors. Councilman Sheeman said that he hoped more downtown businesses could be sponsors for the events. He also discussed possible funding sources, such as funds offered to the Town from Canadian National Railroad, to assist Main Street, the Council of Community Events and downtown lighting.

The Board discussed event entertainment and the consensus was to have Board members provide each other, via email, links to possible bands to consider, as well as approach those performers they knew to find out their availability and stipend for performing at the event. Mary Wells suggested that entertainment-wise, perhaps the first hour could be a child friendly band, which along with the kid's craft tent, would enhance the family nature of the event.

Board member Kali Rasala left the meeting.

The Board also reviewed the draft specs for the Beer Garden vendor and a first draft site plan, both of which were the same as in 2019. The consensus was to proceed with the items as presented.

#### **Makers' Market**

The Redevelopment Assistant reported that the vendor applications have begun to be sent out and that there has been interest already expressed about participating. The Board discussed vendor qualifications for the event and whether to consider possibly having a General Merchandise category at a higher booth fee.

#### **Art Committee**

Director DeGuilio-Fox said that with a grant received as part of the downtown project to improve the parking lot on the southwest corner of Highway and Kennedy, new interpretive signage will be added. That signage will have a map for the proposed art walk. She also stated that the town can work with the marketing consultant currently under contract with the Redevelopment Commission to help with an overall downtown brochure.

A discussion ensued concerning looking at the possibility of placing a sealant on all of the downtown murals in order to protect them from further wear and tear. The Art Committee will investigate what type of sealant is needed and what the estimated cost would be for the project. After that research is completed a funding source, such as a grant, would need to be identified in order to proceed.

#### **Downtown Promotions Committee**

Councilman Sheeman showed the Board a mock-up of street art project that he had proposed at the February meeting. The project, which originated in Germany several years ago, involved the creation and placement of sets of eyeballs fixed in various locations. A discussion ensued as to whether or not Styrofoam would be the best for outdoor use, what type of adhesive would work best and whether there might be any environmentally-friendly options that could be looked at.

**Design/ Aesthetics & Historic Preservation Committee**

No report.

**Discussion**

None

**Adjournment**

With no further business, made a motion, seconded by Lola McKay, to adjourn. It passed on a voice vote. The meeting was adjourned at 8:18 PM.

DRAFT

## HIGHLAND MAIN STREET MEETING

Highland, Indiana 46322

May 7, 2020 MINUTES

The Highland Main Street Bureau met in an electronically conducted Public Meeting on May 7, 2020.

The meeting was convened as an electronic meeting pursuant to Governor Eric Holcomb's Executive Order 20-04, reinstated by his Order 20-19, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 emergency. All persons were meeting remotely using the Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings.

### Call to Order

At 6:31 PM, the Highland Main Street (HMS) meeting was called to order by President Dawn Diamantopoulos.

### Roll Call:

The following were present electronically, via the Zoom platform: Board Members Dawn Diamantopoulos, Lola McKay, Teri Yovkovich, Mary Wells, Kali Rasala, Marie Russo, Renee Reinhart, Redevelopment Director Kathy DeGuilio-Fox, and Redevelopment Assistant Lance Ryskamp. Board Members Julie Larson, Kellie Shelton, Emily Foreit, Aubrey Velasquez, and Mary Ellis were absent. Also, present electronically was Ed Dabrowski, Highland's IT Director.

### Community Garden Committee

Michael Blejski, Community Garden Chairman, had presented the Redevelopment Assistant a proposed 2020 budget for the Community Garden project that was funded through an appropriation approved by the Town Council of unspent garden donations from 2019. The budget, which included the proposed purchase of lumber from Tri-Creek Lumber for constructing two additional garden beds at a cost of \$846.61, was presented to the Board for review. Lola McKay made a motion, seconded by Kali Rasala, to approve both the proposed 2020 Budget for the Community Garden project and the purchase of lumber from Tri-Creek Lumber for the new garden beds. The motion was approved on a voice vote 7-0.

### Events Committee

#### Car Cruise

President Dawn Diamantopoulos advised the Board that under the current State of Indiana's COVID-19 Executive Order governing public gatherings, the limitations on the number of people permitted at an event on June 6<sup>th</sup> would be insufficient to safely hold the annual Car Cruise event. The Redevelopment Assistant noted that typical attendance at the event involved 125-150 classic cars and their owners, which would itself exceed the permitted number of people. Redevelopment Director DeGuilio-Fox advised the Board that the Memorial Day ceremony, scheduled for May 25th, had already been cancelled. After a brief discussion, Marie Russo made a motion to cancel the Car Cruise for 2020. Lola McKay seconded the motion, which was approved on a voice vote, 7-0.

Board member Mary Wells signed off from the meeting.

### Discussion

Renee Reinhart indicated that she would contact Tri-Creek and arrange for transport of the lumber to the garden site. There was discussion concerning creating a set of plant donation cards, which would be distributed to

Zandstra's and Scheerenga's to permit donation of plants by the public. Redevelopment Director DeGuilio-Fox updated the Board concerning ongoing town leadership discussions to plan for a safe re-opening of town facilities.

**Adjournment**

With no further business, the meeting was adjourned at 6:44 PM.

DRAFT

**HIGHLAND MAIN STREET MEETING**  
**Highland Town Hall- Highland, Indiana 46322**  
**June 4, 2020 MEETING MEMORANDUM**

This meeting was convened as an electronic meeting, using the Zoom platform, on June 4, 2020, pursuant to Governor Holcomb's Executive Orders 20-04 and 20-09 and reinstated by his Order 20-19, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the emergency.

**Call to Order**

At 6:33 PM, the Highland Main Street (HMS) meeting was called to order by President Dawn Diamantopoulos.

**Roll Call:**

The following were present electronically: Board Members Dawn Diamantopoulos, Lola McKay, Mary Wells, Teri Yovkovich, Marie Russo, Julie Larson, Redevelopment Director Kathy DeGuilio-Fox, Town Council Liaison Roger Sheeman and Redevelopment Assistant Lance Ryskamp. Board members Emily Foreit, Renee Reinhart, Kellie Shelton, Mary Ellis, Aubrey Velasquez and Kali Rasala were absent. Also present was Michael Blejeski and Ed Dabrowski, Highland's IT Director.

With a determination that there was the absence of a quorum, the meeting ended with no official action having taken place.

HIGHLAND MAIN STREET'S

2020 MAKERS' MARKET

September 26, 2020- JEWETT STREET | DOWNTOWN HIGHLAND
ARTIST/ARTS ORGANIZATION APPLICATION

REGULATIONS OF THE FESTIVAL:

- 1) "Artist" is defined as to include visual arts, as well as writing, music, poetry, and artisan products. These would include: painters; photographers; fine arts; illustrators; ceramics; pottery; jewelry; soaps, lotions & balms; candles; metalworkers; woodworking; glass makers; writers, publishers & zines; textile & fiber arts; and, up-cycled furniture & items. All vendors' work must be handmade. Subject matter must be family friendly. Please choose an appropriate category below. Category limits are in place and applicants may be placed on a wait list, if a category chosen is filled.
2) Festival hours will be from 10 AM to 4 PM on Jewett Street, between Kennedy and 4th. All participants will be present for the entire duration of the festival. Set up will be from 9 AM to 10 AM and tear down will be from 4 PM to 5 PM. In the event that inclement weather is forecast, in the sole discretion of Highland Main Street (HMS), the event will take place inside Zandstra's Farm and Greenhouse, 10202 Kennedy Avenue, Highland, Indiana.
3) Booth space will be approximately 10' x 10'. Participants will need to provide their own tents, tables and chairs. Tent footprint must fit inside the 10' x 10' booth size. Electricity is not available at this site. Small generators (ex: 2000 watt/15 amps), arranged and paid for by the applicant, are permitted, provided the generator does not cause, in the sole discretion of HMS, a noise or smell nuisance and is located and used in a safe manner.
4) Booth space is \$35. The booth fee is nonrefundable, unless the event is cancelled by HMS prior to the event's start time. First-time artist/organization applicants may be asked, at the discretion of the curator, to submit samples of their artwork, in a form and format acceptable to the curator. Applications & booth fees (Check payable to Town of Highland) should be submitted to Lance Ryskamp, Redevelopment Commission Assistant, Town of Highland, 3333 Ridge Road, Highland, IN 46322, lryskamp@highland.in.gov, 219-972-7598. Applications and booth fees are due, and postmarked, by September 16, 2020. Emailed applications are permitted, but both the application and the booth fee must be submitted to complete the application process. The curator's decision is final. Booth space is on a first-come, first-served basis and any applications submitted after the deadline may be accepted, at the discretion of HMS and the curator, subject to space availability. For the protection of all participants, all appropriate COVID-19 precautions, as outlined by the CDC and all applicable federal, state, county and town orders in place at the time of the event, will be in effect.
5) Artists wishing to sell their work must provide a sales tax number and must collect Indiana Sales Tax. It is acceptable for artists to have a booth to showcase their work without selling their work onsite. No sales can take place at the Festival without a sales tax number. Artists can make arrangements for future sales. Also, live art is not required, but is certainly encouraged.

NAME OF ORGANIZATION/ARTIST: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FACEBOOK PAGE: \_\_\_\_\_ INSTAGRAM: \_\_\_\_\_

CATEGORY: FINE ARTS/PAINTING \_\_\_\_\_ PHOTOGRAPHY \_\_\_\_\_ ILLUSTRATION \_\_\_\_\_

SOAPS/LOTIONS/BALMS \_\_\_\_\_ TEXTILE & FIBER ARTS \_\_\_\_\_ JEWELRY \_\_\_\_\_

CERAMICS/POTTERY \_\_\_\_\_ WOOD/METAL/GLASS WORKS \_\_\_\_\_ CANDLES \_\_\_\_\_

WRITERS/PUBLISHERS/ZINES \_\_\_\_\_ UPCYCLED FURNITURE & ITEMS \_\_\_\_\_

IN DEPT OF REVENUE SALES TAX NUMBER: \_\_\_\_\_

I will abide by the above regulations and if any display is deemed objectionable by HMS, it must be removed promptly upon notification.

PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



## Report on Highland Council of Community Events Meeting- June 11th

### **Fall Festival**

- Friday, Sept 25th, 5-9pm (beer garden, food, music at Main Square)
- Saturday, Sept 26th, 10-9pm (beer garden, food, music, family events at Main Square)  
+in conjunction with Maker's Market on Jewett, 10-4pm (HMS will host all crafters)
- Sunday, Sept 27th, 1-9pm (beer garden, food, music at Main Square)  
(working on possible additional kiddie event for that afternoon)

### **HCCE would like HMS to consider:**

- Having Makers' Market for 2 days if able
- Have all the food vendors at Main Square, rather than inviting some food vendors at MM

### **Other HCCE events that they would like HMS and/or downtown businesses to consider participating in:**

1. **Saturday Aug 8-** Community wide garage sale
2. **Saturday Oct 24** from 1-3- Trunk or treat at Main Square. Rain date is Sunday. HCCE would like downtown businesses involved and consider passing out candy
3. **Saturday Nov 28-** Christmas Parade- Downtown businesses consider decorating their windows or consider a possible scavenger hunt at the downtown businesses, so people would be going in and out of warm places. Dawn suggested reaching out to the HHS Orchestra for a concert at the library, if possible.