

**HIGHLAND REDEVELOPMENT COMMISSION
STUDY SESSION MINUTES
TUESDAY, APRIL 27, 2021**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met in an electronically convened meeting using the Zoom platform on Tuesday, April 27, 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 30 April 2021 by his Order 21-08, 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 6:31 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, 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; Roger Sheeman, Council Liaison to the Redevelopment Commission; Ed Dabrowski, IT Consultant; Attorney John Reed, Abrahamson, Reed and Bilsse; and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: John Jurisa, Weichert Realtors and three unidentified participants.

General Substance of the Discussion

- 1. Review of Plenary Business Meeting Agenda:** Ms. DeGuilio-Fox reviewed the plenary business meeting agenda with the Commissioners. Brief discussion ensued.
- 2. Bult Oil Property – Report:** Mr. Jurisa provided an update report as to his activities and potential prospects over the past two weeks. Mr. Jurisa advised he has had numerous additional calls including from Ms. Julie Scully-Patin, Crown Castle. Crown Castle acquires property and installs cell towers. Discussion ensued regarding the structural soundness of the building. Ms. DeGuilio-Fox reiterated her conversation with Tony Hart, Chester Construction and Erik Pieters/Chad Charon, PBS Architectural. She also commented that she’d learned the structure is currently located approximately 7’ inside the property line. That would not meet setback requirements today. However, Commissioner Leep commented that Pleasant View Dairy would not question that if the structure is found to be sound. Attorney Reed agreed that it would likely be considered a legal non-conforming use. Ms. DeGuilio-Fox advised that she had contacted Global Design Midwest and spoken with Dave Dunlop, VP and structural engineer. He will inspect the structure and give his opinion as to whether it is sound enough to be renovated. The Commission agreed this is a good idea and look forward to his opinion.
- 3. Downtown Parking Lot Project – Report:** Director DeGuilio-Fox provided a project update. She reported there are only a few items remaining including pouring additional asphalt and re-stamping the walkways. Ms. DeGuilio-Fox advised Grimmer is waiting for Gallagher Asphalt to schedule the work. She also commented that she is pleased to be able to report that the project will complete with a cost of \$782,695.05. While the project costs exceed the original contract amount of \$751,366.04, the \$31,329.01 additional costs were due to numerous add-on items including the gutters & French drain, additional cost to install electrical to all the light poles, construction of the east entrance including the ADA ramps and several other items that were requested after the project began. Discussion ensued.
- 4. Wayfinding Signs – Discussion:** Director DeGuilio-Fox referred the Commissioners to the sample photos she’d sent prior to the meeting including samples of signs that could be installed in the parking lot and

show all business locations in town. This wayfinding style would be very similar to a campus or mall map directing individuals to buildings or stores. She also referred members to the curbside/parkway wayfinding signs that identify downtown businesses in Valparaiso. A lengthy discussion ensued. Numerous suggestions and opinions were given during the course of the discussion: Commissioner Leep prefers the generic signage for the downtown; Commissioner Conley suggested an electronic sign with QR codes directing users to business websites; Councilman Sheeman reiterated his interest in a campus or mall style sign and suggested adding QR codes to that sign. Commissioners also suggested Ms. DeGuilio-Fox make calls to numerous local entities asking for their input on the project. Commissioners also suggested installing wayfinding signs on the trail itself. Ms. DeGuilio-Fox advised that there are numerous rules governing signage on the trails and that she would speak with Alex Brown, Parks & Recreation Superintendent. Overall, there were many suggestions. Further research and discussion is needed.

5. **2933 Highway Avenue – Report:** Commissioner Georgeff advised that the potential buyer of the property located at 2933 Highway is working to move the purchase of the property forward. More information will be provided as is available. Ms. DeGuilio-Fox reported she was unable to speak with Gina Scheidt at the Auditors office regarding the fall tax sale. She advised that she suspected the tax sale department to be busy with Lake County's spring tax sale.
6. **8955 Indianapolis Blvd – Report:** Ms. DeGuilio-Fox reported speaking with Ken Mika, Highland Building Commissioner, in regard to the proposed car wash project at this site. Mr. Mika advised he'd heard nothing to date about the project. Commissioner Georgeff reported he heard that the developer is going to pursue the purchase and development of the site. Commissioners asked if they'd be provided plans and details if the project goes before the Plan Commission. Ms. DeGuilio-Fox advised she would forward any Plan Commission meeting information that she received so the Commissioners could participate in the meetings in this regard. She advised she would follow up with Ken Mika.
7. **Lvl2 EV Charger Installation – Discussion:** Director DeGuilio-Fox advised she had recently renewed discussions with South Shore Clean Cities and Ozinga Energy regarding the purchase and installation of EV chargers for the recently renovated downtown parking lot. Ms. DeGuilio-Fox reported she received a second quote and information regarding a new brand of EV Chargers that was less expensive and also allowed the customer to use open source software thereby reducing the annual subscription rates and maintenance costs.
8. **Redevelopment Commission Comments:** Commissioner Huerter commented he thought that this meeting was particularly well done. A lot of discussion was held and much accomplished.

There being no further discussion Commission President Cyril Huerter adjourned the study session. The Redevelopment Commission study session was adjourned at 7:55 P.M.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary.

**HIGHLAND REDEVELOPMENT COMMISSION
PLENARY BUSINESS MEETING MINUTES
TUESDAY, APRIL 27, 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 30 April 2021 by his Order 21-08, 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 7:55 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; Town Council Liaison Roger Sheeman, Ed Dabrowski, IT Consultant; Attorneys John Reed, Abrahamson, Reed and Bilse; and Kathy DeGuilio-Fox, Redevelopment Director.

Also Present: John Jurisa, Weichert Realtors; three attendees identified as Jacqui, Ryan and 91682182524.

Minutes of the Previous Sessions: Commission President Huerter made note that a correction to the Study Session minutes of Tuesday, March 23, 2021 was necessary. The correction was duly noted. Commission President Huerter called for a motion to approve minutes. Commissioner Bill Leep moved to approve the minutes of the Study Session of March 23, 2021 as corrected and the Plenary Business meeting of March 23, 2021 and the April 13, 2021 Study Session as presented. Commissioner Robyn Radford 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. **Approval of the Annual Report of Activities of the Redevelopment Commission for Fiscal Year 2020 and Report by the Redevelopment Commission on Activities of Each Tax Increment Financing District for the Previous Year (January 1, 2020 through December 31, 2020).** Prior to the meeting Director DeGuilio-Fox sent the Annual Report of Activities of the Redevelopment Commission for Fiscal Year 2020 and Report by the Redevelopment Commission on Activities of Each Tax Increment Financing District for the Previous Year (January 1, 2020 through December 31, 2020) to each commissioner. During the meeting the Commissioners were reminded that this report is required annually by the Department of Local Government Finance and that the format is prescribed. The information contained in the annual report is compiled by Director DeGuilio-Fox each year and submitted to Town Council members as well as submitting an online version through the State Gateway site. Commissioner Huerter questioned whether the material included in the

annual report wasn't a repeat of information Clerk Treasurer Griffin had sent earlier in the year. Director DeGuilio-Fox explained that there may be certain budget information that is similar however the annual report is prepared by the Redevelopment Director and based on records from FY 2020 specific to what is required by the IN Department of Local Government Finance. There being no additional comments, Commission President Huerter called for a motion to approve the annual report. Commissioner George Georgeff made a motion to approve the Annual Report of Activities of the Redevelopment Commission for Fiscal Year 2020 and Report by the Redevelopment Commission on Activities of Each Tax Increment Financing District for the Previous Year (January 1, 2020 through December 31, 2020). Commissioner Bill Leep seconded the motion. There being 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.

2. **Approval of Highland Redevelopment Commission Parking Lot Renovation Change Orders Numbers 11 – 13.** Director DeGuilio-Fox referred the Commissioners to their agenda materials and reviewed the costs represented by Change Orders 11 – 13. Having duly considered Change Orders 11 -13 and there being no further discussion, Commission President Huerter called for a motion to approve. Commissioner Sean Conley made a motion to approve Change Orders 11 -13. Commissioner Bill Leep seconded the motion. There being no further discussion Commission President Huerter called for a roll call vote. Upon a roll call vote the motion passed with a voice vote of five affirmatives and no negatives.
3. **Approval of Highland Redevelopment Commission parking Lot Renovation Change Order Number 14.** Director DeGuilio-Fox advised this change order was in regard to the additional asphalt costs requested by Grimmer Construction and previously discussed by the Commissioners. She further advised that due to several credits the change order amount had been reduced to \$12,705.48 from \$20,000.00. Discussion ensued. Commission President Huerter called for a motion to approve Change Order Number 14. Commissioner Sean Conley made a motion to approve Change Order 14. Commissioner Leep seconded the motion. There being no further discussion Commission President Huerter called for a roll call vote. Upon a roll call vote the motion passed with a voice vote of five affirmatives and no negatives.
4. **Approval of Weaver Consultants Group Change Order #2 for Additional Construction Administration Services.** Director DeGuilio-Fox advised that due to the extended period of time of the project completion Weaver Consultants asked for an amount of \$2,500.00 to be added to their contract for additional services. Brief discussion ensued. Commission President Huerter called for a motion to approve Change Order #2 for Additional Construction Administration Services. Commissioner Bill Leep made a motion to approve Weaver Consultants Group Change Order #2 for Additional Construction Administration Services. Commissioner George Georgeff seconded the motion. There being no further discussion Commission President Huerter called for a roll call vote. Upon a roll call vote the motion passed with a voice vote of five affirmatives and no negatives.

Action to Pay Accounts Payable Vouchers: Commissioner Robyn Radford made a motion to pay accounts payable vouchers as filed on the pending accounts payable docket, covering the period March 25, 2021 through April 28, 2021 and the payroll dockets for March 26, 2021, April 9, 2021 and April 23, 2021 in the amount of \$109,018.65. Commissioner Bill Leep seconded the motion to approve the Accounts Payable Vouchers. There being no discussion Commission President Huerter called for a roll call vote. Upon a roll call vote the motion passed with three affirmatives and no negatives.

Vendors Accounts Payable Docket:

Redevelopment General Fund, \$22,906.65; Highland Economic Development, \$0.00; Redevelopment Capital Fund, \$86,112.00; Downtown Redevelopment District Allocation Area, \$0.00; Redevelopment Bond & Interest, \$0.00; CEDIT Economic Development Income Tax Fund, \$0.00 and Cardinal Campus Allocation Area, \$0.00. Total: \$109,018.65.

Payroll Docket for Payday of March 26, 2021, April 9, 2021 and April 23, 2021: Redevelopment Department: Total Payroll: \$12,395.64.

Business from the Commissioners: Ms. DeGuilio-Fox invited the commissioners to the soft opening of Fuzzyline Brewing Company on behalf of Alex Robertson and his partners. The event is scheduled for Saturday, May 1, 2021 beginning at 6:00 pm.

Next Meeting: President Huerter advised that the next Study Session is scheduled for Tuesday, May 11, 2021 and will convene at 6:30 PM. The next Plenary Business Meeting is scheduled for Tuesday, May 25, 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 Wednesday, May 12, 2021 at 6:30 p.m. Due to the Executive Orders issued by Governor Holcomb in response to the COVID-19 pandemic, the meetings may be convened electronically.

Adjournment: There being no further business of the Highland Redevelopment Commission, Commissioner Leep moved to adjourn the meeting. Commissioner Radford seconded the motion and by a roll call vote of five affirmatives and no negatives the Tuesday, April 27th meeting of the Highland Redevelopment Commission was adjourned at 8:15 PM.

Respectfully submitted by Kathy DeGuilio-Fox, Recording Secretary

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

Fund	Dept	Account	Description	Amount	Check #
094	0000	20003	D/S CUMULATIVE CHECKS	144.10	
094	0000	20003	OFFICE SUPPLIES	268.24	
094	0000	20004	DT MURAL SEALANT	2,447.61	
094	0000	20004	DT MURAL SEALANT SHIPPING BALANCE	19.00	
094	0000	31003	GENERAL ENGINEERING SERVICES	552.16	
094	0000	34023	HEALTH INS	3,238.65	33678
094	0000	34043	LIFE INS	15.88	
094	0000	35008	UTILITIES-2811 JEWETT	252.58	33678
094	0000	35008	UTILITIES-2821 JEWETT	112.39	
094	0000	35008	STORM- 8620 KENNEDY	61.03	
094	0000	35008	STORM-8618 KENNEDY	61.03	
094	0000	35008	STORM-8612 KENNEDY	15.22	
094	0000	35008	STORM-8610 KENNEDY	15.22	
094	0000	35008	STORM-2605 CONDTT	15.22	
094	0000	45200	REDEVELOP GEN TRANSFER GROSS	5,338.95	33645
094	0000	45200	REDEVELOP GEN TRANSFER GROSS	5,031.96	33681
094	0000	45200	REDEVELOP GEN TRANSFER GROSS	5,317.41	33752
Total For Dept 0000				22,906.65	
Total For Fund 094 REDEVELOPMENT GENERAL				22,906.65	

Fund	Dept	Account	Description	Amount	Check #
096	0000	31007	ICE DAM MITIGATION-2811 JEWETT	422.00	
096	0000	31007	HEATER REPLACEMENT-2811 JEWETT	3,400.00	
096	0000	31007	GAS LINE-2811 JEWETT	1,250.00	
096	0000	39025	APPRAISAL-8610-8620 KENNEDY	1,100.00	
096	0000	39025	APPRAISAL-8610-8620 KENNEDY	1,200.00	
096	0000	39037	DOWNTOWN REPLACEMENT LIGHTS	78,740.00	
Total For Dept 0000				86,112.00	
Total For Fund 096 REDEVELOPMENT CAPITAL				86,112.00	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND

EXP CHECK RUN DATES 03/25/2021 - 04/28/2021
BOTH JOURNALIZED AND UNJOURNALIZED

GL Number

Invoice Line Desc

Ref #

Vendor

Invoice Description

Amount

Check #

Fund Totals:

Fund 094 REDEVELOPMENT GENERAL
Fund 096 REDEVELOPMENT CAPITAL

22,906.65
86,112.00
109,018.65