

## Topics Tentatively Scheduled for Study Session Discussion and

### Topics Requested for Action at Future Business Meetings of the Twenty-Ninth Town Council of Highland

This meeting will be convened as an electronic meeting, pursuant to Governor Holcomb's Executive Orders 20-04, 20-09 and 20-25 and now extended by Executive Order 21-03 through February 27, 2021 allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the emergency.

People may observe and record the meeting for live streaming by joining the meeting on the <https://zoom.us/j/95682824009?pwd=QXVhMUxhcjdKb1RQbENCVG00S1hiUT09>

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 956 8282 4009, password (code): 017504.

**Monday February 01, 2021:  
Study Session 6:30 p.m.  
Virtual/Electronic meeting**

*This meeting contributes to Agenda building for the plenary meeting. Please, also be aware of the running enrolled list of matters that are likely for the plenary meeting, subject to review by the municipal executive.*

- X. Discuss request to reimburse workers who on their own paid for a COVID rapid test. This is associated with Introduced **Enactment No. 2021-04: An Enactment To Permit one time reimbursements for certain health expenses, notwithstanding the Compensation, Benefits And Personnel Program Of The Municipality, To Be Known As The Compensation And Benefits Ordinance Commonly Known as the Employees Handbook. (The reimbursement is taxable.)**
- X. Continue to discuss the use of the reimbursement from CARES ACT.
  - (a) \$ 11,725.72 CDBG Funded through Lake County CDD. *I believe this will be transferred on the action of the Town Council to the General Fund and a reappropriation can be applied to the Police Department of the Corporation General Fund.*
  - (b) \$ 726,156.00 CARES ACT IFA money. Working on amounts of PPE et cetera still owed.
- X. Discuss the status of appointments – times to interview the next round of prospective applicants will there be a new special meeting?
- X. Discuss process of moving forward on hiring a Town Manager. (Established 02.2005; abolished 12.10.2007) *See the governing law included.*

## II.

### • **Plenary Business Meeting of Monday February 8, 2021 Likely matters**

- X. Plan Commission Rezoning matter.
- X. Appointments (if ready)
- X. Accounts payable vouchers Docket for the period of January 26, 2021, to February 8, 2021 in the amount of \$\_\_\_\_\_.
- X. Payroll Docket for the pay days of \_\_\_\_\_.
- X. Minutes of the Meeting of Monday January 25, 2021. Special meetings of January 25 and January 30, 2021.
- X. Additional Appropriations Hearing:
  
- X. Act on Assistant Police Chief Vassar to reimburse workers who on their own paid for a COVID rapid test. The rapid test has a 70-75% of reliable outcome. The test also is rendered in 15 minutes. (I think the Public Works Director has a similar request).

## IC 36-5-5 Chapter 5. Town Manager

- [36-5-5-1](#) Application of chapter
- [36-5-5-2](#) Employment; compensation; tenure
- [36-5-5-3](#) Legislative body members barred
- [36-5-5-4](#) Joint employment
- [36-5-5-5](#) Performance bond
- [36-5-5-6](#) Acting manager
- [36-5-5-7](#) Bonds, notes, or warrants; prohibition
- [36-5-5-8](#) Duties
- [36-5-5-9](#) Police disciplinary body membership barred

### IC 36-5-5-1 Application of chapter

Sec. 1. This chapter applies to all towns.

[Local Government Recodification Citation: New.]

*As added by Acts 1980, P.L.212, SEC.4.*

### IC 36-5-5-2 Employment; compensation; tenure

Sec. 2. The town legislative body may employ a town manager to be the administrative head of the town government and may fix the manager's compensation and terms of employment. The manager may be employed to serve:

- (1) at the pleasure of the legislative body; or
- (2) for a definite tenure not to exceed the longest remaining term in office of a member of the legislative body, in which case the manager may be dismissed only for cause.

[Pre-Local Government Recodification Citations: 18-3-1.5-1 part; 18-3-1.5-2.]

*As added by Acts 1980, P.L.212, SEC.4. Amended by P.L.127-2017, SEC.147.*

### IC 36-5-5-3 Legislative body members barred

Sec. 3. The town legislative body **may not** employ one of its members as the manager.

[Pre-Local Government Recodification Citation: 18-3-1.5-1 part.]

*As added by Acts 1980, P.L.212, SEC.4. Amended by Acts 1980, P.L.73, SEC.22.*

#### **IC 36-5-5-4 Joint employment**

Sec. 4. The legislative bodies of two (2) or more towns may employ the same person as the manager of their respective towns.

[Pre-Local Government Recodification Citation: 18-3-1.5-1 part.]

*As added by Acts 1980, P.L.212, SEC.4.*

#### **IC 36-5-5-5 Performance bond**

Sec. 5. The manager must, in the manner prescribed by [IC 5-4-1](#), execute a bond for the faithful performance of the manager's duties.

[Pre-Local Government Recodification Citation: 18-3-1.5-3 part.]

*As added by Acts 1980, P.L.212, SEC.4. Amended by Acts 1981, P.L.47, SEC.23; P.L.127-2017, SEC.148.*

#### **IC 36-5-5-6 Acting manager**

Sec. 6. The town legislative body may appoint a qualified person to perform the duties of the manager whenever the manager is absent or unable to perform the manager's duties.

[Pre-Local Government Recodification Citation: 18-3-1.5-3 part.]

*As added by Acts 1980, P.L.212, SEC.4. Amended by P.L.127-2017, SEC.149.*

#### **IC 36-5-5-7 Bonds, notes, or warrants; prohibition**

Sec. 7. The town legislative body may not authorize the manager to issue or execute bonds, notes, or warrants of the town.

[Pre-Local Government Recodification Citation: 18-3-1.5-5.]

*As added by Acts 1980, P.L.212, SEC.4.*

### **IC 36-5-5-8 Duties**

Sec. 8. The manager, under the direction of the town legislative body, is responsible for the administrative duties of the legislative body. Unless a written order or ordinance of the legislative body provides otherwise, the manager:

- (1) shall attend the meetings of the legislative body and recommend actions the manager considers advisable;
- (2) shall hire town employees according to the pay schedules and standards fixed by the legislative body or by statute;
- (3) shall suspend, discharge, remove, or transfer town employees, if necessary for the welfare of the town;
- (4) may delegate any of the manager's powers to an employee responsible to the manager;
- (5) shall administer and enforce all ordinances, orders, and resolutions of the legislative body;
- (6) shall see that all statutes that are required to be administered by the legislative body or a town officer subject to the control of the legislative body are faithfully administered;
- (7) shall prepare budget estimates and submit them to the legislative body when required;
- (8) shall execute contracts on behalf of the town for materials, supplies, services, or improvements, after the completion of the appropriations, notice, and competitive bidding required by statute; and
- (9) may receive service of summons on behalf of the town.

[Pre-Local Government Recodification Citations: 18-3-1.5-4; 18-3-1.5-6.]

*As added by Acts 1980, P.L.212, SEC.4. Amended by P.L.127-2017, SEC.150.*

### **IC 36-5-5-9 Police disciplinary body membership barred**

Sec. 9. The manager may not serve as a member of any body that hears disciplinary charges against:

- (1) the town marshal; or
- (2) a member of the town police department.

*As added by P.L.343-1987, SEC.1.*

*The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.*