

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, April 07, 2014**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, April 07, 2014** at the time of 7:15 o'clock p.m.

Silent Roll Call: Councilors Mark Herak and Dan Vassar were present. Councilor Dennis Adams was absent owing to personal travel. Bernie Zemen was delayed owing to a personal family health matter, but joined the meeting at 7:15 p.m. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Councilor Kuiper was delayed arriving at 7:29 p.m.

Also present: Steve Mileusnich of the Advisory Board of Zoning Appeals; Randy Bowman, Electrical Inspector and Ed Dabrowski of CBL Consulting - the IT Consultant were present.

Robin Carlascio and Theresa Badovich of the *Idea Factory* were present also.

General Substance of Matters Discussed

1. The Town Council received an informal presentation from the *Idea Factory* regarding its request for a monthly increase to the existing contract for services from \$1,500 to \$1,750 in part to offset costs associated with the clip art costs.

The Town Council President suggested that the matter be placed upon the agenda for action at the April 14, 2014 meeting.

2. The Town Council discussed the proposal of the *Idea Factory* to perform Website redesign and possible maintenance services for the municipal websites. It was noted by the *Idea Factory* that since it also prepares the monthly newsletter, there could be some cross marketing. It was noted that website would be updated weekly with a fee of \$125 per week.

The discussion included whether the website redesign proposal would include on-line transactions. It was noted that the underlying software recently procured would support on-line interactivity. However, it was noted that it was not ready for public use at this time as the new software is still under implementation.

The discussion included an inquiry regarding a timeline from interviewing the department heads and then operational in up to four weeks. It was noted that *Idea Factory* would prepare a restated or reformatted proposal. The Town Council would take it up at its meeting of April 14, 2014.

3. The Town Council discussed some of the remaining positions remaining to be appointed including one for the Economic Development Commission, the position formerly held by Matt Reardon; the Park and Recreation Board position presently held by Jim Stange, who does not wish to be reappointed; the Board of Waterworks Directors position formerly held by Rachel Delaney; and the position in the Traffic Safety Commission that is appointed by the Town Council from the membership of the Town Board of Metropolitan Police Commissioners.

It was noted that a few additional interviews were to be scheduled to consider some added candidates for the waterworks board of directors and the park and recreation board.

4. The Town Council discussed a concern raised by Councilor Herak regarding the intersection alignment at LaPorte Street and Kennedy Avenue. He noted that there is business parking located near the intersection that could be modified perhaps to support the bringing the intersection into alignment.
5. The Town Council discussed a concern that Councilor Herak brought on behalf of the Parks and Recreation Department regarding the feature in the monthly newsletter promoting "Anytime Fitness" a new private sector fitness place. The concern was characterized, as whether the newsletter should promote the business that is arguably in competition with the Fitness Center services of the Lincoln Community Center.

The Town Council President suggested that new businesses are regularly promoted each month.

6. The Town Council discussed a concern that Councilor Herak brought on behalf of some members of the Community Events Commission regarding a recent article in the monthly newsletter reporting that the Town Council President, determined to offer his usual speaking position at the annual Memorial Day Ceremony to a veteran. It was noted that the members first learned of that approach from the article in the newsletter of April 2014.

The Town Council President did not favor the concern but suggested that concerned members should confer with him.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, April 07, 2014**, was adjourned at 7:50 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer