

**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 a Hybrid in person and electronic meeting.

Topic: Town of Highland, IN - Study Session

Time: Oct 3, 2022 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/88527744112?pwd=RzJBcWZOajdsSVo0Y0VjNGhnL2xxZz09>

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+1 719 359 4580 US

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This meeting contributes to Agenda building for the plenary meeting. Please, also be

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aware of the running enrolled list of matters that are likely for the plenary meeting, subject to review by the municipal executive. By practice and local ordinance, study sessions are distinguished from plenary (regular business) meetings of the Town Council "as they shall be conducted with less formality and with no votes or final actions of a dispositive nature unless provided otherwise by proper notice, pursuant to IC [5-14-1.5](#) et seq." (Confer HMC Section 2.05.130(3))

X. Discussion: 5-year Water Capital Plan & Water Rate Increase Scenarios. Councilor Black asked this be placed on the agenda.

Attached for your review are two key aspects of the Water Cost of Service Study.

The first PDF is the 5-Year Capital and Improvement Plan, which details the various construction projects and equipment replacements needed over the next 5 years.

The second PDF provides 3 Rate Increase Scenarios.

- The first two scenarios generate the revenue required to fully fund the capital needs. The first is a single increase of 58.6% in the first year that is then held constant for the remaining four years. The second starts with a 40% increase in the first year, with 9.3% increases in each of the remaining four years to generate the same 5-year amount of revenue.
- The last scenario does not generate enough revenue to fully fund the capital needs. This scenario starts with the lesser 40% increase in the first year, but with 4.65% increases in each of the remaining years to arrive at the same 58.6% overall increase in the fifth year.

X. Discussion: Reminder: JOINT EXECUTIVE SESSION OF THE HIGHLAND TOWN COUNCIL AND THE HIGHLAND SANITARY BOARD OF COMMISSIONERS

PLEASE LET THIS SERVE AS NOTICE THAT THE HIGHLAND TOWN COUNCIL AND THE HIGHLAND SANITARY BOARD OF COMMISSIONERS WILL MEET IN *EXECUTIVE SESSION* ON **TUESDAY, OCTOBER 4, 2022**, AT 7:00 PM., IN THE COUNCIL'S PLENARY MEETING ROOM OF THE HIGHLAND MUNICIPAL BUILDING, 3333 RIDGE ROAD, HIGHLAND, INDIANA TO DISCUSS STRATEGY WITH RESPECT TO LITIGATION THAT IS PENDING OR HAS BEEN THREATENED SPECIFICALLY IN WRITING. THE MEETING WILL BE CLOSED TO THE PUBLIC. A MEMORANDUM OF THE MEETING WILL BE CERTIFIED AND MAINTAINED WITH THE RECORDS OF THE TOWN.

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X. Discussion: Medical Insurance for former Police Officer John Swisher.

The Town Council has approved to extend his insurance through December 31, 2022. The council would need to act if they wish to extend beyond 12/31/2022.

X. Discussion: Amending Section 5.02 (effective January 1, 2023)

Amending Section 5.02.02 of the Highland Compensation and Benefits Ordinance, commonly known as the Employees Handbook.

As it currently reads:

§ 5.02.02 All full-time employees beginning with January 1 in the calendar year in which you celebrate five (5) years of continuous service you will receive fifteen (15) days vacation. Beginning with January 1 in the calendar year in which you celebrate ten (10) years of continuous service you will receive twenty (20) days vacation. Beginning with January 1 in the calendar year in which you celebrate twenty (20) years of continuous service you will receive twenty-five (25) days vacation.

The proposed change reduces twenty (20) years of continuous service in order to receive twenty-five (25) days vacation and reduces it to fifteen (15) years of continuous service you received twenty-five (25) days vacation and should read:

§ 5.02.02 All full-time employees beginning with January 1 in the calendar year in which you celebrate five (5) years of continuous service you will receive fifteen (15) days vacation. Beginning with January 1 in the calendar year in which you celebrate ten (10) years of continuous service you will receive twenty (20) days vacation. **Beginning with January 1 in the calendar year in which you celebrate fifteen (15) years of continuous service you will receive twenty-five (25) days vacation.**

X. Discussion: Amending Section 5.02 or Section 3.20 – Bridging of Service (effective January 1, 2023)

Adding Section 5.02.11 to the Highland Compensation and Benefits Ordinance, commonly known as the Employees Handbook or Employee Handbook Section 3.20- Bridging of Service.

Currently the SOP for the Metropolitan Police Department reads:

In an effort to hire Certified Police Officers through the Highland Police Department's Lateral Entry Program, police officers already in the Indiana Public Employment Retirement Fund for Police Officers (PERF) or in other state public pension systems have the opportunity to obtain accelerated employment benefits recognizing their "on the job" experience levels as part of our Lateral Entry Program. This program recognizes time spent as full-time certified police officers but does not recognize part-time or reserve duty experience.

Lateral Vacation benefit just for first year:

One (1) year of experience:	4 days of vacation
Three (3) years of experience:	8 days of vacation
Five (5) years of experience:	10 days of vacation

After the first year, reverts to the Town's current vacation benefit program as per the Town of Highland Employee Handbook.

All new hires of the Highland Metropolitan Police Department will also be considered "Probationary Officers" for one year as set forth in the Highland Police Department's Standard Operating Procedures Manual.

See Employee Handbook Section 3.20- Bridging of Service

3.20.01 All Service of previous municipal, county, or state employment of one or more years, will be treated as continuous service after completing one(1) full consecutive year of service with the Town of Highland for all purposes where length of service affects a group employment benefit, with the exception of INPRS pensions, which is governed by state law. This will be effective for all full-time hires that occur after October 31, 2020. (Amended by Ordinance 1721 10.26.2020)

The State Board of Accounts said it is not permissible to have Compensation & Benefit's of a Department separate from and not adopted by that of the Legislative Body. In other words, the Metropolitan Police Department is not permitted to have Compensation & Benefits in their SOP different from the Compensation & Benefits (commonly known as the Employee Handbook adopted by the Legislative Body. The Council can either update the Employee Handbook and adopt that listed in the

Metropolitan Police Department strictly for the Metropolitan Police Department or the Council adopt it for the entire or ask the Metropolitan Police Department to remove it from their SOP.

Should the Council decide to enact a policy for the entire Town, I would suggest changing the terminology from Vacation Leave to PTO so not to confuse with PB days and phrase it as such (only a draft) to distinguish between vacation leave and PTO and can only be used during the 1st year of employment with the Town and must be used the 1st year of employment and there's no carry over:

Upon the Completion of an Employee's orientation period (60 or 90 days), an Employee is eligible for PTO, which must be used during the Employees 1st year of employment with the Town.

<u>Years of Service</u>	<u>PTO Eligibility</u>
One (1) thru the Second (2)	4 days of PTO
Three (3) thru Four (4):	8 days of PTO
Five (5) and above:	10 days of PTO

After the first year of employment, PTO reverts to the Town's current vacation benefit program as per the Town of Highland Employee Handbook.

X. Discussion: Wheel Tax.

Below is an example of almost any town in the area. Some charge \$12.50 for Motorcycles (like Munster) but charge the \$25.00. The Council can choose any amount up to \$25 but cannot go over. We will have to establish a separate fund, like what was done for ARPA or Opiod

Surtax / Wheel Tax Rate

City/Town Name: Highland

I. SURTAX

A. PASSENGER VEHICLES	\$ 25.00
B. MOTORCYCLES	\$ 25.00
C. MOTOR DRIVEN CYCLES	\$ 25.00
D. TRUCKS	_____

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1 - 11,000 lbs \$ 25.00

II. WHEEL TAX

A. TRUCKS

(includes Farm Trucks) 11,001 lbs and over

11,001 - > 78,000 lbs \$ 40.00

Recovery Vehicle 16,000 lbs \$ 40.00

Recovery Vehicle >16,000 lbs \$ 40.00

B. TRAILERS used with motor vehicles

(includes Farm Trailers)

1 - >22,000 lbs \$ 40.00

C. RVs

\$ 40.00

D. SEMITRAILERS

Semitrailers \$ 40.00

Farm Semitrailers \$ 40.00

E. SEMI TRACTORS

(used in combination with a Semitrailer to form "Semitrailer and Tractor")

1 - >78,000 lbs \$ 40.00

(used in combination with a Semitrailer to form "Semitrailer and Tractor" Farm Semitrailer and Tractor)

1 - >78,000 lbs \$ 40.00

F. BUSES

FOR-HIRE BUS

1 - >78,000 lbs \$ 40.00

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NOT-FOR-HIRE BUS

\$ 40.00

EXEMPT FROM WHEEL TAX

School Bus

Church Bus

X. Discussion: Schererville FRA Application – Letter of Support.

The Town of Schererville is applying for a grant from the Federal Rail Road Administration for a RR bridge on Kennedy Ave in Schererville. We respectively are asking for letters in support of this project from neighboring communities. I have included a sample of the appropriate text for review and reference and ask for your consideration in providing the Town with a letter supporting this endeavor. If you should have any questions please contact me directly.

Sincerely,

Bob Volkmann

Schererville, Town Manager

X. Discussion: Re-establish the Assistant Public Works Director Position.

This was placed on the agenda at the request by Public Works Director Mark Knesek. Attached is the memo to re-establish the Assistant Public Works Director position. This will not increase the current number of personnel. Salary to be paid from Water/Sewer operating.

Attached is my recommendation for the position.

Thank You,

X. Discussion: Establish the position of Human Resource Manager.

This was placed on the agenda at the request by Councilor Smith

X. Discussion: Proposed Ordinance to Make TC Meetings more Efficient.

This was placed on the agenda at the request by Councilor Schocke

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Please add the attached proposed ordinance to the agenda of an upcoming study session. This ordinance is geared towards attempting to cut out some red tape and make our Council meetings more efficient/productive. Here is a brief overview of the proposed changes to our meeting structure as drafted in the ordinance:

- Reduces the number of study sessions from every 1st and 3rd Monday of the month to only the 1st Monday
- Reduces the number of council meetings from every 2nd and 4th Monday of the month to only the 2nd Monday
- Meetings and study sessions begin at 6:30 and automatically adjourn at 7:30
- Roll call at the beginning of the meeting is now silent
- All matters listed on the agenda shall be passed by unanimous consent unless any member objects
- if there is an objection, debate will occur, and a roll call vote.
- No motions will require a second
- Roberts Rules of Order are abolished

I am happy to provide details and a full comparison of the current ordinance language compared to the proposed language at a study session. My goal here is to reduce wasted time and make us more efficient. Our meetings seem to get longer and longer every week, and less productive. I believe these changes will help us become more efficient and productive at our meetings. Feel free to call or e-mail with any questions or suggestions. Thanks for your consideration.

- **Plenary Business Meeting of Monday September 26, 2022 Likely matters**
- Minutes of the Meeting of Monday, September 26, 2022.
- Accounts payable vouchers Docket
- Payroll Docket for the payday of October 7, 2022 in the amount