

Agenda
Eighty-Second Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland
Regular Plenary Meeting of Monday, December 12, 2022 at 6:30 p.m.
Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code

This meeting will be broadcast as an electronic meeting pursuant to
Town of Highland Ordinance 1765

Join Zoom Meeting

<https://us06web.zoom.us/j/89321882724?pwd=S2xsL3lYdnI5clhTeitZc21DU110dz09>

Meeting ID: 893 2188 2724

Passcode: 043603

One tap mobile

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Dial by your location

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+1 646 931 3860 US

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 689 278 1000 US

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

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+1 253 215 8782 US (Tacoma)

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Meeting ID: 893 2188 2724

Passcode: 043603

Find your local number: <https://us06web.zoom.us/j/kcFRb6bH9M>

Prayer:

Bernie Zemen

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.

Pledge of
Allegiance:

Bernie Zemen

Roll Call:

Bernie Zemen



Toya Smith

A GREAT PLACE
TO CALL HOME

Mark J. Schocke

Thomas (Tom) Black

Roger Sheeman

Minutes of
Previous
Session:

Minutes of the Regular Meeting of November 28, 2022.

Special Orders:

1. **Administration of Oath of Office** for Police Officer Candidate **Raymond J. Navarro III**. Police Officer Candidate Navarro was appointed by the Town Board of Metropolitan Police Commissioners at its meeting of 9 December 2022, with the appointment to be effective December 11, 2022, but not earlier than approval by Indiana Public Retirement System (INPRS).

(a) Instruction and Administration of Oath.

(b) Presentation of Badges by Metropolitan Police Commission Chair and/or Town Council President or the Metropolitan Police Chief.

*The motion – The Town Council of Highland hereby determines that the herein named candidate meets the qualifications for such position, as determined by the Town Board of Metropolitan Police Commissioners and as now approved by the Highland Town Council which is the Town Legislative Body on this the 12th day of December, 2022.

2. **Consideration of Proposed Additional Appropriations: (controlled funds)** Proposed Additional Appropriations in Excess of the 2022 Budget in the **Redevelopment Capital Fund** in the amount of \$69,422.00.

(a) Attorney verification of Proofs of Publication: The TIMES 28th November 2022.

(b) **Public Hearing.**

(c) Action on **Proposed Appropriation Enactment No. 2022-25**: An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Redevelopment Capital Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

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3. **Public Hearing.** Proposed Changes to the Rates and Charges of the Town of Highland Water Works Utility.
 - (a) Verification of Proof of Publication. (TIMES 11-21-2022).
 - (b) Public Hearing.
 - (c) **Action on Introduced Ordinance No. 1772:** An Ordinance to Amend Section 12.05.120(B) of the Highland Municipal Code regarding changes to the Rates and Charges of the Highland Water Works Utility, all pursuant to I.C. 36-1-4, IC 36-1-5, IC 8-1.5-3-8.1 and IC 8-1.5-4 et sequitur.

At it's Thursday meeting of October 27,2022, the Board of Water Works Directors approved these rates and charges contained in the proposed ordinance as reasonable, just, non-discriminatory and transmitted this ordinance for the consideration of the Town Council. Councilor Black introduced and filed the Ordinance at the Town Council meeting of November 14th, 2022. These were determined following a rate and cost of service study. The last general rate increase was approved November 1990. In pertinent part, the governing law reads: "After the hearing, the municipal legislative body shall adopt the ordinance establishing the rates and charges, either as originally introduced or as modified. A copy of the schedule of rates and charges adopted shall be kept on file and available for public inspection in the offices of the board and the municipal clerk." All pursuant to IC 8-1.5-3-8.1(c) and Section § 12.05.120(B) of the Municipal Code.

COMMENTS FROM THE PUBLIC or VISITORS	This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council regarding matters on the agenda. Persons addressing the Town Council are requested to limit their presentations to two (2) minutes and encouraged to avoid repetitious comments.
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Communications: The Town Hall and Public Works will be closed on Friday, December 23rd and Monday, December 26th, 2022.
 Garbage pick-up will be Wednesday, December 28th, 2022.
 Opioid Distribution

Staff Reports:

- Building & Inspection Report
- Fire Department Report
- Workplace Safety Report

Appointments:

- Home Rule Boards and Commissions
 (Appointments have been placed on agenda in case there is readiness to act)

Executive Appointments

1. **Economic Development Commission** (1) appointment to be made by the Town Council President. Term expires 01.30.2022. *(Note: Currently held by Matthew Reardon.)*

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1. Community Events Commission

**Unfinished
Business &
General Orders:**

NEW

BUSINESS:

1. **Works Board Order No. 2022-39:** An Order Authorizing and Approving An Extension of the Agreement between The Idea Factory and the Town of Highland to perform Professional Communications and Media Design and Development services for the Municipality for a Term of Two Months, with an Option to Renew and Extend.
2. **Proposed Ordinance No. 1773:** An Ordinance Amending the Highland Municipal Code Section 2.05.050(I) of the Dividing the Town into Districts for the Purpose of Conducting Elections of Town Council Members, pursuant to IC 36-5-2-4.1(g)(1), Repealing All Ordinances in Conflict.
3. **Proposed Ordinance No. 1774:** An Ordinance to Establish the Wage and Salary Rates of the Elected Officers, the Non-Elected Officers, and the Employees of the Town of Highland, Indiana.
4. **Proposed Ordinance No. 1775:** An Ordinance to Make a Technical Updating Amendment to the Current Code of Ordinances for the Town of Highland, Particularly Amending Section 9.65 Alarm Systems, All Pursuant to I.C. 36-5-6 ET SEQ.
5. **Proposed Ordinance No. 1776:** An Ordinance Amending certain Schedules in Chapter 9.65 of the Highland Municipal Code and increasing certain fines that ae payable before a Clerk in the Ordinance Violation Bureau, all Pursuant to I.C. 33-36, I.C 36-1-3, IC 36-1-4, I.C 36-8 and I.C. 36-9 ET SEQ.
6. **Proposed Ordinance No. 1777:** An Ordinance to Make a Technical Updating Amendment to the Current Code of Ordinances for the Town of Highland, Particularly Amending Section 5.02 Vacation Leave, All Pursuant to I.C. 36-5-6 ET SEQ.
7. **Proposed Ordinance No. 1778:** An Ordinance to Make a Technical Updating Amendment to the Current Code of Ordinances for the Town of Highland, Particularly Amending Section 3.20 Bridging of Service, All Pursuant to I.C. 36-5-6 ET SEQ.

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8. **Proposed Ordinance No. 1779:** An Ordinance to Make a Technical Updating Amendment to the Current Code of Ordinances for the Town of Highland, Particularly Amending Section 4.00 Hours of Work and Compensation Policies, All Pursuant to I.C. 36-5-6 ET SEQ.

 9. **Works Board No. 2022-37:** AN ORDER for the TEMPORARY CLOSING OF MUNICIPAL OFFICES at the MUNICIPAL BUILDING 3333 RIDGE ROAD on FRIDAY, DECEMBER 30, 2022 FOR YEAR-END FISCAL AND RECORDS ADMINISTRATION TASKS

 10. **Appropriation Transfer Resolution No. 2022-28:** : An Exigent Resolution Providing For The Transfer Of Appropriation Balances From and Among Major Budget Classifications In the Corporation General Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To IC 6-1.1-18-6.

 11. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$36,000 in the **Redevelopment Capital Fund**.

 12. **Approval and instruction.** Action to approve and instruct the Town Council President to affix signature to the Letter of Agreement for Fee Increase between the Town of Highland and Property Manager/Site Centers for Highland Grove Mall Security Service.

 13. Action to reschedule a meeting. Reschedule the standing plenary business of Monday, December 26, 2022 to Wednesday, December 28, 2022, with start times unchanged. *(It was noted that Section 2.05.130 (D) of the Highland Municipal Code authorizes the Town Council to reschedule by a two-thirds vote.)*

 14. Action to approve purchase of up to one-week (five days) of vacation time in lieu of time off, pursuant to Section §5.02.09 of the Compensation and Benefits Ordinance. *The Clerk-Treasurer is asking for approval of the following vacation buy-out for 2022:*

<i>Sr. Chancery Bursar Clerk, Donna O'Rourke</i>	5 days	\$809.60
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 15. **Signature Authorization.** Action to authorize and approve the Town Council to execute member signatures on Town Board of Metropolitan Police Commissioner letters commending Sergeant Shawn Anderson, Corporal Thomas Manyek, and Officer James Mullins, Officer Luke Paprocki and Officer Joel Sullivan for their work in the *Field Training Program*.
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The Police Chief and the Town Board of Metropolitan Police Commissioners are seeking the signature of the Highland Town Council.

16. Resolution No. 2022- 29: A Resolution Approving the Job Description and Qualifications for the Position of Chief of Police in the Highland Police Department as Determined By The Town Board of Metropolitan Police Commissioners, All Pursuant To IC 36-8-9-4.

Comments or Remarks from the Town Council: (Good of the Order)	Councilor Bernie Zemen
	Councilor Toya Smith
	Councilor Mark Schocke
	Councilor Thomas Black
	Councilor Roger Sheeman

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ACTION TO PAY Accounts Payable Vouchers	Accounts payable vouchers October 12,2022 to October 25, 2022 in the amount of \$847,335.39.
	Payroll Docket for the payday of December 2, 2022 in the amount of \$215,963.51 (Employee)
	Payroll Docket by the Fund for the payday of December 2, 2022 in the amount of \$259,628.84 (Employer – FICA, PERF, etc)

ADJOURNMENT	The Town Council may meet in study session immediately following the Regular Meeting. <i>Posted pursuant to IC 5-14-1.5-4(a)</i>
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