

**Topics Tentatively Scheduled for Study Session Discussion
and
Topics Requested for Action at Future Business Meetings of the
Thirtieth Town Council of Highland**

This meeting will be convened as an in person meeting.

Topic: Town of Highland, IN - Town Council Study Session

Time: July 15, 2024 06:30 PM Central Time (US and Canada)

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. 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: Appointments.

• Statutory Boards and Commissions

Executive Appointments (May be made in meeting or at another time)

1. **Waterworks Board of Directors:** (1) appointment to be made by Town Council President. *(Note: Formerly held by Curt Schroeder (D), term ending 1st Monday January 2025). Current composition of the board is two Republicans and two Democrats. No more than three of any one party under state law.*

Home Rule Commissions or Boards

2. **Shared Ethics Advisory Commission.** (1) appointment to be made by Town Council President. *(Note: Fill vacancy made by resignation of Rev. Tim Huizenga.) (Made pursuant to Article 5, Subdivision (A) of the Interlocal Cooperation Agreement Establishing the Shared Ethics Entity. Qualifications are to be persons who live work or hold property in the county. Further persons appointed must be of good character and not hold any positions within the local government.)*

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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.

Legislative Appointments

Home Rule Commissions

1. **Main Street Bureau Board:** (5) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2025. *There are currently 12 of the 17 in place and serving. Currently serving are Rhonda Bloch, Ben Reinhart, Renee Reinhart, Allan Simmons, Diane Barr-Roumbus, James Roumbus, Sandra McKnight, Teri Yovkovich, Sandy Ray, Kathy Smailis, Ben Tomera and Laura Pilewski.*
2. **Community Events Commission Multi-year positions:** (1) appointment to be made by the Town Council. **Term: 4 years.** *(Note: Currently vacant)*

Single year positions: (9) appointments to be made by the Town Council. **Term: 1 year.** There are currently 5 of the 9 in place and serving. *(Note: Currently serving, Rachael Carter, Olga Briseno, Kathy Camp-Burke, Linda Carter and Jack Rowe)*

- x. **Discussion:** Controlled Event Permit. Action regarding permission to conduct a series of festivals of the Main Street Bureau on a public way submitted by it, July 30, 2024, August 27, 2024 and September 24, 2024. *This is a controlled event under Chapter 5.25. Section §5.25.020(B) requires action by the Town Council in an open regular or special session. The Council will also need to fix the amount of liability insurance, pursuant to §5.25.020 (D). Pursuant to that section, the Town Council has previously directed that the applicant procures liability insurance for the event which names the Town of Highland as an additional insured in the amount of Three million dollars (\$3,000,000) and provide a certificate or proof of this insurance before the event and those businesses serving alcohol need to name the Town of Highland as an additional insured on their liability insurance policy.*

- (b) Request from Main Street Bureau seeking permission for its events of July 30, 2024, August 27, 2024 and September 27, 2024 as a controlled event.

When the applicant is the municipality, through its executive departments, its administrative bodies, or agencies, no formal application is required provided that a request shall be filed in sufficient time to permit the Town Council to act in a regular or special meeting in advance of the event.

The town council must act in a regular or special meeting upon the application or request, where it may, in its discretion, issue such permit and likewise, in its discretion, may refuse the issuance of a permit.

**The motion should be to move to approve the special event with alcohol permit (SEAP) for the Main Street's Restaurant Crawls to be held July 30, 2024, August 27, 2024 and September 24, 2024. The Street Closure will be Highway Avenue from 5th Street to Kennedy Avenue and the additional liability insurance established at \$3,000,000 and each business serving alcohol (if the alcohol is to be carried out of the business onto Highway Avenue) needs to name the Town of Highland as an additional insured on their liability insurance policy prior to the event.

- x. **Discussion:** Controlled Event Permit. Action regarding permission to conduct a festival of the Main Street Bureau on a public way submitted by it, October 5, 2024. *This is a controlled event under Chapter 5.25. Section §5.25.020(B) requires action by the Town Council in an open regular or special session.*

(b) Request from Main Street Bureau seeking permission for its event of October 5, 2024 as a controlled event.

When the applicant is the municipality, through its executive departments, its administrative bodies, or agencies, no formal application is required provided that a request shall be filed in sufficient time to permit the town council to act in a regular or special meeting in advance of the event.

The town council must act in a regular or special meeting upon the application or request, where it may, in its discretion, issue such permit and likewise, in its discretion, may refuse the issuance of a permit.

**The motion should be to move to approve the special event without alcohol permit (SEAP) for the Main Street's Maker's Market to be held October 5, 2024. The Street Closure will be Jewett Avenue from 4th Street Library) to Kennedy Avenue.

- x. **Discussion:** The September 2, 2024 Town Council Study Session falls on Labor Day. Historically, the Town Council has cancelled the meeting. At other times, the Council has cancelled the meeting and rescheduled to another day. The Council can:

Do nothing and meet on the 2nd

Cancel the meeting and don't reschedule

Cancel the meeting and reschedule to another day later in the week

This is all pursuant to Section 2.05.130(D) of the Highland Municipal Code.

- x. **Discussion: Commendation Letter for Day Off and Signature Authorization.** Action to approve Letters of Commendation for Exemplary Public service leading to the award of a single paid day off for several workers in the **Metropolitan Police Department**. Pursuant to **Section 4.13** of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. The Town Board of Metropolitan Police Commissioners has granted preliminary approval to several letters of commendation regarding several employees who have worked six months without calling off sick and without experiencing an “at fault accident”.
- Action should include approval of the letter and the members of the Town Council to sign the letters of commendation.

The Police Chief and the Town Board of Metropolitan Police Commissioners are asking for approval of a letter of commendation for six months of work without calling off and not having an at-fault accident for the following:

*Police Chief Ralph J. Potesta
Patrol Cmdr John Banasiak
Commander Jason Hildenbrand
Admin Cmdr Shawn Anderson
Dept. Cmdr Glenn Cox
Det. Sgt Lee Natelborg
Det. Sgt Brian Stanley
Sgt Erich Swisher
Sgt David Byers
Corporal John Hinkel
Corporal Richard Hoffman
Corporal Thomas Manyek
Corporal Corey Anderson*

*Corporal Michael Yonkman
Officer Tony Kowal
Detective Ken Norsweather
Officer James Glidewell
Officer Shane Geringer
Officer Addison Barnhill
Officer Joshua Kempke
Officer Zachary Buss
Officer Chris Wanat
Officer Alejandro Anaya*

- x. **Discussion:** Review proposal E from the Idea Factory. Currently, the contract with the Idea Factor is month to month. Proposals A, B, C and D are attached. This is to perform Professional Communications and Media Design and Development services for the Municipality for the year 2024.
- x. **Discussion:** Request from the Tree Board to amend the Parkway Ordinance No. 1670 to permit the Town to contract with a professional arborist tree service to prune trees identified as hazardous in the parkways. To establish a line item in the 2025 Budget within the MVH Fund

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called Pruning of Hazard Trees and to fund it at \$19,000. Currently, it is the responsibility of the homeowner to prune the trees in the parkway. The Town only prunes trees in the parkway when a branch or limb is blocking a stop sign or traffic control signal or as the aftermath of a storm and the branch or limb is viewed as a hazard to public safety. The Council might want to expand this discussion to include the pruning of trees along Highway & Jewett.

- x. **Discussion:** (this is a placeholder) Works Board Order disposing of the FEMA bought trailers by the Fire Department and donating them to Crown Point.

- x. **Discussion:** Continuing discussion on the goals & objectives of the Department Heads

- **Plenary Business Meeting of Monday July 22, 2024**

- Minutes of the Meeting of Monday, July 8, 2024.
- Controlled Permit – Main Street – Makers Market – October 5, 2024
- Controlled Permit – Main Street – Restaurant Crawl – July 30, August 27, September 24
- Commendation Letter Police Department
- Accounts Payable Voucher
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