

**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 29, 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)*

(I have grouped the 1st 4 items together, as I was planning on using Downtown Redevelopment District Allocation funds. Currently the fund has a balance of \$1.2m. The fund receives \$100,000 semi-annually from property tax draws.)

x. Discussion: Installation of a fence around Main Square

- (1) Engineering & design (4' or 6', ingress & egress to accommodate carnival rides)
- (2) cost to be determined
- (3) approval to spend from the Redevelopment Commission

x. Discussion: Highway Avenue & Jewett Street Streetscape

- (1) engineering & design
- (2) cost to be determined
- (3) approval to spend from the Redevelopment Commission

x. Discussion: Highland's Roadway Lighting LED Upgrade Project

- (1) Ridge Road, Main Street, 45th Cline, Kennedy Avenue - \$300,000 (85 light standards)
- (2) Engineering – Nies Engineering - \$35,400
- (3) cost – Ridge Road only– from 2022 – \$200,000 (approximately 65 light standards)

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- (4) estimated pay back seven (7) years
- (5) approval to spend from Redevelopment Commission

x. **Discussion:** Welcome to Highland Sign

- (1) Engineering – Nies Engineering
- (2) cost – new electric feed \$18,000 – \$20,000 (approximately)
- (3) approval to spend from Redevelopment Commission

x. **Discussion:** Upgrades needed at the Highway of Flags & decorative lights (to RR crossing)

- (1) cost – new electric feed \$9,920 (Emcor Hyre Electric quote)
- (2) replace water main (tap into the water main on Ridge Road)
- (3) Engineering – to be determined
- (4) cost to be determined (tap into the water main on Ridge Road)
- (5) funds to come from Highway of Flags escrow account

While installing Christmas Decorations, it was noted that the service that supplies power to that area (wall) was about to fall over and cause a hazard. Additionally, several electrical outlets were non-functioning and the park staff had to run electrical cords. When the park staff went to turn on the water system, it was noted that the main was broken.

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 called Pruning of Hazard Trees (or some other name to be determined) 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:** Update on Auto-Aid Agreement with Griffith, Munster and Schererville & authorization for Town Council President to sign the Mutual Aid Box Alarm System Agreement.

x. **Discussion:** Update from attorney Reed on the status of disposing of the USAR Trailer and the wood shoring trailer parked in the south fire station and purchased with FEMA funds. Fire Department to remove any tools of value to Highland.

- x. **Discussion:** Authorizing the proper officer to publish legal notice of a public hearing: Public Hearing to consider additional appropriations in the amount of \$22,741 in the Police Pension Fund, \$88,500 in the Local Road & Street Fund and \$105,000 in the Redevelopment General Fund.

I have grouped the next three (3) items together

- x. **Discussion:** Review proposal D from the Idea Factory for redesigning/reworking the Town of Highland website – highland.in.gov.

\$5,000 level:

Home page slider images, home page icons, social media integration throughout, new color palette

\$7,500 level:

All of the above level, plus
Calendar widget, calendar training, initial calendar entries

\$10,000 level:

All of the above level, plus
In-person department head and staff meetings to rework content and visuals. Includes custom content, design and photography

\$15,000 level:

All of the above level, plus
Explore Downtown Highland Business widget and listings
Real Estate widget and listings
Document Center Widget

- x. **Discussion:** Propriety Information, as it applies to the website, what does Highland own? If the vendor was to leave tomorrow, would we still have an operational website? The same questions apply to the HCCE's social media.
- x. **Discussion:** Either creating a position internally or subcontracting out for a Digital Manager. It was thought this person would report to the IT Director.
- x. **Discussion:** Review the 2024 financials from the 4th of the July Festival

x. Discussion: Continuing the discussion of developing a strategic plan for the Town of Highland and having the Department Heads goals & objectives feed off of that plan.
(see email from Councilor Turich)

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

- Minutes of the Meeting of Monday, July 22, 2024.
- Accounts Payable Voucher
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