

**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: August 5, 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 1<sup>st</sup> 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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## *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 Smallis, 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:** Executive Proclamation – Railroad Safety Week – September 23<sup>rd</sup> through September 29<sup>th</sup>
- x. **Discussion:** (this is a place holder) Update on the status of the auto-aid agreement with Griffith
- x. **Discussion:** (this is a place holder) Update from attorney Reed on the status of disposing of the USAR Trailer and the wood shoring trailer parked in the south fire station
- x. **Discussion: Works Board Order Number 2024-40:** An Order of the Works Board  
Accepting the Performance Agreements with: Lee Bilenda of Little Giant; Randall Anderson of Buck Daddy; Mike Mazur of Rockology Chicago; Ashlyn Termini of Ashlyn; Frank Venturella of I'm with Frank; Nathaniel Venturelli of Nate Venurelli; Ronald Hanchar of the Rocky Road Band; Chad Clifford of Crawpuppies; James Hillegonds of Bonfire; Brian Wynn of Sounds Cool Live Audio, LLC; for Professional Entertainment and Stage Services for the Town of Highland Associated with the 3rd Annual BBQ Fest and to comply with IC 22- 5-1.7 et seq.
- x. **Discussion:** Ordinance Number 1792-F: An Ordinance to Amend Ordinance No. 1792 to

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establish the wage and salary rates of the Elected Officers, the Non- Elected Officers, and the Employee of the Town of Highland, Indiana particularly regarding change to the Staffing Authority of the Building & Inspection Department as it pertains to the authorized strength of the Code Enforcement Officer and creating a part-time position.

Updates on the following projects if available, whereas it is not all encompassing the topics should spur further discussion:

**x. Discussion:** Installation of a fence around Main Square

- (1) Status of the RFP for Engineering
- (2) Redevelopment to pay for Engineering out of their funds
- (3) other matters that the Council deems desirable or necessary on this topic

**x. Discussion:** Highway Avenue & Jewett Street Streetscape

- (1) RFP is complete, has it been distributed to vendors?
- (2) if yes, to #1, when are the RFP's do back? If no, to #1, when will the RFP be distributed?
- (3) Status of Nies analysis of the decorative lighting poles?
- (4) Redevelopment to pay for project out of their funds
- (5) other matters that the Council deems desirable or necessary on this topic

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

- (1) At the last study session, the Council agreed to proceed with Engineering. Has a purchase order been issued?
- (2) Engineering – Nies Engineering - \$35,400
- (3) Redevelopment to pay for project out of their funds.
- (4) other matters that the Council deems desirable or necessary on this topic

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

- (1) 2 quotes were received, with Hyre Electric being the lowest and most responsive. Has a purchase order been issued to Hyre Electric?
- (2) Redevelopment to pay for project out of their funds
- (3) other matters that the Council deems desirable or necessary on this topic

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

- (1) Councilor Robertson to meet with the Public Works Director to determine a cost and if

- engineering would be required to tap into the water main on Ridge Road.
- (2) replace water main (tap into the water main on Ridge Road)
  - (3) Clerk-Treasurer to issue a purchase order for electric once water line resolved.
  - (4) Expenses to be covered by the Highway of Flags escrow account
  - (5) other matters that the Council deems desirable or necessary on this topic

**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.

- (1) no official action taken, however, Council was leaning in the direction to apply the 50/50 grant and use the money to prune trees within the parks, Jewett/Highway and trees that were covering traffic control devices.
- (2) Councilor Georgeff to discuss with Tree Board Secretary if the funds could be used as proposed. Update from Councilor Georgeff
- (3) Tree Board Secretary Rich Underkofler sent an email to the Council asking the Town Attorney to review the liability of unpruned trees in the parkway falling and injuring persons or personal property. His research indicated that the Town would be liable. He further asked, if the Council was not going to implement a town wide pruning project, he asked whether the Council would amend the ordinance so the homeowners will not be held responsible.
- (4) other matters that the Council deems desirable or necessary on this topic

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

- (1) no official action taken, however, the Council was leaning in the direction to accept proposal D and at the \$10,000 level. The Council President asked the Council to review proposal D, as lot of information was discussed that night and be prepared to discuss at the August 5<sup>th</sup> study session
- (2) Councilor Robertson passed a job description for a media manager and asked the Council to review for the August 5<sup>th</sup> study session. He then explained his vision. It was thought the position would be a contract employee so the Town wouldn't have to pay benefits and report to the IT Director. That raised the question of having a contract employee working on your platform.
- (3) IT Director Ed Dabrowski said that if the Town was to sever ties with the Idea Factory, the Town still owns the rights to highland.in.gov and would have a website but we would need someone to manage it. The same applies to the gazebo express. The Idea Factory has copy righted the name Gazebo express but the Town would still have the newsletter but would have to come up with a different name.
- (4) The Town did sign the contract with the Idea Factory for them to do the Gazebo Express

through March of 2025.

- (5) Ed Dabrowski suggested using an app
- (6) It was suggested to install software, like the City of Hammond uses so residents can report problem within the City. The entire Council is notified and the department head that would deal with the problem. The resident is notified once the problem is resolved.
- (7) Theresa and Robin commented that after reading the description of the media manager position, not everything they currently do is covered either in proposal D or in the media manager position.
- (8) other matters that the Council deems desirable or necessary on this topic

\$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

- 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.

(1) Councilor Turich read aloud his email

(2) whereas no formal action was taken, the general consensus is that the Council feels it is accomplishing much of the items listed in Councilor Turich email and the reporting mechanism by the department heads at the plenary meeting is satisfactory.

#### • **Plenary Business Meeting of Monday August 12, 2024**

- Minutes of the Meeting of Monday, July 22, 2024.
- Accounts Payable Voucher
- Resolution No. 2024-17 Mutual Aid Box Alarm Agreement
- Work Board Order Number 2024-40 approving bands for the BBQ fest
- Authorizing the proper officer to publish legal notice of a public hearing

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- Ordinance Number 1792-F approving increasing the authorized strength of the code enforcement officer by creating a part-time position.

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