

**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: December 16 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)*

Home Rule Commissions or Boards

*Legislative Appointments*

Home Rule Commissions

- 1. Main Street Bureau Board:** (7) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2025. *There are currently 10 of the 17 in place and serving. Currently serving are Ben Reinhart, Renee Reinhart, Allan Simmons, Diane Barr-Roumbus, James Roumbus, Sandra McKnight, Sandy Ray, Ben Tomera, Laura Pilewski and Desiree Biro.*
- 2. Community Events Commission Multi-year positions:** (1) appointment to be made by the Town Council. **Term: 4 years.** (Note: Currently 1 vacancy)

*Single year positions:* (9) appointments to be made by the Town Council. **Term: 1 year.** There are currently 6 of the 9 in place and serving. (Note: Currently serving, Rachael Carter, Olga

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*Briseno, Kathy Camp-Burke, Linda Carter, Jack Rowe and Kelly Bridges)*

- x. **Discussion:** *Renewal of Casualty and Commercial Property Insurance.*

Presentation by Tom Brown

- x. **Discussion:** *Proposed Ordinance No. 1807: An Ordinance To Amend The Compensation, Benefits And Personnel Program Of The Municipality, To Be Known As The Compensation And Benefits Ordinance Commonly Known as the Employees Handbook, Pursuant To IC 36-1-3 And Other Relevant Statutes, and Amending Some portions of Wage and Salary Ordinance. (longevity) Introduced only at the December 9, 2024 Highland Town Council Plenary Meeting.*
- x. **Discussion:** *Proposed Ordinance No. 1808: 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 for FY 2025. This ordinance consolidates current ordinance and all amendments, converted all paid board and commissions to monthly that were quarterly and makes a change to the town council salaries.) Introduced only at the December 9, 2024 Highland Town Council Plenary Meeting.*
- x. **Discussion:** *Ordinance Number 1774-G: An Ordinance to Amend Ordinance No. 1774-F to 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 extending the position of paid-on-call interim Fire Chief until December 31, 2025, sunseting earlier if the Town Council decides to reinstate the full-time Fire Chief position. Introduced only at the December 9, 2024 Highland Town Council Plenary Meeting.*
- x. **Discussion:** **Re-Authorizing the proper officer to publish legal notice of a public hearing: Public Hearing to consider additional appropriations in the amount of \$51,000 in the General Fund. (30 day maximum)**
- x. **Discussion:** *Proposed Ordinance No. 1810: An Ordinance to Amend the Compensation, Benefits and Personnel Program of the Municipality, to be known as the Compensation and Benefits Ordinance Commonly known as the Employee Handbook, Pursuant to IC 36-1-3 and other Relevant Statutes. (increasing the clothing allowance and car allowance for active and participating members of the Highland Fire Department)*
- x. **Discussion:** *Ordinance Number 1792-G: An Ordinance to Amend Ordinance No. 1792 to 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 a one-time appreciation*

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bonus for the active and participating members of the Highland Fire Department for period of January 1, 2024 through November 30, 2024.

**x. Discussion:** ABZA Findings of Fact concerning:

A use variance request by David and Mary Beth Lubarski, for the location commonly referred to as 8830 Kennedy Avenue (Art House), for the purpose of allowing the petitioner the use of a portion of the building for a tattoo studio. The property is located in a B-2/ Central Business District, in which a tattoo studio is not a listed, permitted use within this zoned district.

The Town of Highland Advisory Board of Zoning Appeals met in regular session on Wednesday, October 23, 2024. As part of their agenda, by a vote of four (4) in favor and zero opposed, the Board voted to send an Favorable Recommendation to the Town Council for the petitioner's Use Variance Request. The ABZA, as part of their motion, stipulated the following:

1. That there be standard hours of operation, so as not to interfere with neighboring resident activities.
2. That there be customer by appointment only.
3. That once the tattoo use is determined, the entire property/building becomes a business and there be no residential use of the second floor.
4. That they obtain the necessary licensing for the tattoo studio.
5. That they obtain a State Commission Design Release (CDR) due to the change in occupancy use.

The Findings of Fact were memorialized and approved by the Advisory Board of Zoning Appeals at its meetings of December 11, 2024. (90 days ends March 11, 2025). This tolls from the making of the recommendation which could be the meeting at which the ABZA acts bit when filed.

**x. Discussion:** Performance Agreement with Vincent Mancich to perform at the New Year's Eve Fireworks Celebration on December 31, 2024 from 10:00 o'clock pm to 12:30 o'clock am at a fee of \$350.

**x. Discussion:** Ordinance 1811: An Ordinance to amend the Compensation, Benefits and Personnel Program of the Municipality, to be known as the Compensation and Benefits Ordinance, commonly known as the Employee Handbook, Pursuant to IC 36-1-3 and other Relevant Statutes (vacation buy back).

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- Plenary Business Meeting of Monday December 23 2024
  
- Minutes of the Meeting of Monday, December 9, 2024
- Accounts Payable Voucher
- Ordinance No. 1774-G
- Ordinance No. 1810
- Ordinance No. 1811
- Ordinance No. 1792-G
- Introduce Ordinance No. 1807
- Introduce Ordinance No. 1808
- Works Board Order No. 2024-57

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