

**Memorandum of the Meeting
Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, February 05, 2018**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the usual place, Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in the plenary meeting room on **Monday, February 05, 2018** at the special time of 6:39 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark A. Herak, Dan Vassar, Steve Wagner and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Additional Officials Present: Rhett Tauber, Esq. Town Attorney; John M. Bach, Public Works Director; and Kathy DeGuilio-Fox, Redevelopment Director were present.

Additionally present: Ed Dabrowski, Contract Information Technology Consultant; and Susan Murovic, Advisory Board of Zoning Appeals were additionally present.

Guests: Richard Underkofler, Grant Consultant.

General Substance of Matters Discussed or Proposed

1. **Discuss with Richard Underkofler the drafts of ordinances that propose changes to the current Parkway Code and establishing a Tree Advisory Board.**
(Drafts Attached)

Mr. Underkofler and the Public Works Director reviewed with the Town Council the draft versions of the proposed ordinances amending the Code's existing provisions regulating trees in public parkways in Town and a new ordinance creating an Arbor Advisory Board.

It was noted that in the proposed amendments, several tree species were updated as well as certain clarifying language introduced to the existing Parkway code language.

The Town Council discussed the logistics regarding the establishment of a Tree Advisory Board. It was noted that such a board was a necessary requirement of many grants related to tree extension or maintenance.

There was no objection noted in having the ordinances be placed on the agenda for the plenary business meeting of Monday, February 12, 2018.

2. **Discuss with Mr. Elijah Aurand his request or proposal volunteering to "provide" live streaming of the Town Council meetings.**

The Town Council discussed with Mr. Elijah Aurand his proposal to live stream meetings of the Town Council, without charge. Mr. Aurand indicated his offer is informed from a desire to promote greater engagement with regard to local matters. The IT Consultant Mr. Dabrowski participated in the discussion.

The discussion included costs associated with Mr. Aurand's preference for an ether net connection to the internet rather than a wireless access. It was stated

that while wireless connection could work, it may be more stable to use the convention of a hardwire connection.

The discussion included the desirability of the Town obtaining a U-Tube account to permit the streaming on its site, and offering a link from the Town's website. The desirability of having the live streamed meetings to be saved for later viewing from residents.

It was determined that the Mr. Dabrowski, the IT Consultant, would meet with Mr. Aurand in order to move the project further, reporting back in two weeks.

3. **Discuss authorization for sponsoring the Town of Highland Program on WJOB.** *(The Town Council passed Resolution No. 2017-12 on March 13, 2017. At that time, the authorization was fixed to expire on December 31. If the Town Council wishes to continue public money, a new authorization will be required.)*

The desirability of continuing a sponsorship on Radio Station WJOB for a monthly Town affairs program was discussed by the Town Council. It was determined that the program should be continued and a resolution authorizing its continuation be placed on the plenary business meeting agenda.

4. **Discuss pending appointments for the various boards and commissions.** *The Town Council President has 10 appointments to make plus committee/liason assignments; The Town council president has 1 other if he desires a change; Town Council has 30 appointments plus five that do not require action unless the council wishes to make a change.*

The Clerk-Treasurer reviewed with the Town Council the remainder of the appointments that are pending. It was noted which appointments did not expire owing to a term certain and those that do expire owing to a term certain and the limitations of IC 36-1-8-10. The Town Council discussed the readiness of making the Redevelopment Commission appointments, and noted that the remaining ones were still being deliberated.

5. **Discuss 1782 Notice and the reconciliation of the preliminary budget order for FY 2018, disposition of any surplus and its utility to for general increases to base pay for full-time workers. Discussion of ways and means.**

The Town Council and the Clerk-Treasurer discussed the import of the recently received 1782 Notices, the steps that were taken as part of the review process to correct for a sudden proposed deficit in the Corporation General Fund. The reallocation remedy was also presented, in which roughly \$143,000 of levy authority was removed from the Park General Fund and the Redevelopment General Fund, in order to bring the General Fund into surplus. However, the Clerk-Treasurer noted that the surplus was only \$78, 329 but it was likely to experience a circuit breaker loss of \$73,000 at least.

It was noted that this would not support meaningful raises for the departments of the General Fund, but that some raises could be granted from the Redevelopment General and the Parks and Recreation Funds.

Councilor Zemen asked why the Town of Munster and the City of Hobart and others could give raises, he stated were at 5% or more. The Clerk-Treasurer offered to research the matter if the Councilor desired. The Clerk-Treasurer reiterated that the Town should understand that raises are a recurrent cost and that sustainable income

is required. The Clerk-Treasurer further reminded all of the effective rate collection being in the year just ended 92% rather than the usual 95% to 97%. This is attributable to the circuit breaker impact. He finally noted that the Town has significant reserve balances, all funded and based upon an ordinance the Town Council adopted to fortify its stewardship.

It was noted that in the General Fund unused, lapsed appropriations, regularly occur for several departments. This could be pursued to support expenditures. The Town Council President indicated that he would make the request of the several departments. The Town Council asked that at its next study session a proposal be ready.

- 6. Council Furniture.** The Town Council discussed the desirability of purchasing and replacing the existing chairs used in the plenary meeting chambers, noting the disrepair that several of the chairs have fallen into.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, February 05, 2018**, was adjourned at 7:43 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer