

**Enrolled Memorandum of the Meeting  
Study Session/Meeting Hybrid Electronic/In-person  
Twenty-Ninth Town Council of Highland  
Monday, January 03, 2022**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in a study session on Monday, January 03, 2022, at 6:30 O'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

This meeting was convened as an both an *electronic and in person meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09 allowing such meetings pursuant to IC 5-14-1.5-3.7 for the duration of the COVID-19 public health emergency, extended by Executive Order No. 21-33. Some persons were participating remotely on a Zoom platform that allowed for real-time interaction between and among all the Town Council and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. Councilors Bernie Zemen, Mark Herak, Mark Schocke, Tom Black and Roger Sheeman were present in person.

*Silent Roll Call:* Councilors Bernie Zemen, Mark Herak, Mark Schocke, Tom Black and Roger Sheeman, were present in person as indicated. The Clerk-Treasurer, Michael W. Griffin was present *via* Zoom platform to memorialize the proceedings. *A quorum was attained.*

*Officials Present:* John P. Reed, Town Attorney (remotely); and Ed Dabrowski, Director of Information Technology; and Mark Knesek, Public Works Director (remotely) were also present.

Guests: Robin Carlascio and Theresa Badovich for the Idea Factory (remotely) were also present.

**General Substance of Matters Discussed.**

1. **Discussion:** *Review the proposals regarding multi-peril insurance, property and casualty insurance and cyber threat insurance lines.* The Town Council discussed concerns and the competing presentations made at the December 20, 2021 study session from the two agents and their proposals for the general liability, property, casualty and related lines insurance policies. It was noted that it would be desirable for evaluation of the proposals to align where possible any differences in deductibles.

The Clerk-Treasurer indicated that he would contact the Brown Insurance Group and The Crowel Agency to solicit executive summaries of the proposals for insurance coverages. These could be used to inform the choice for the Town Council at its plenary meeting of Monday, January 10, 2022.

The Town Council discussed the desirability of changing the annual renewal date, from its current January 1 to March 1. The discussion included the desirability of beginning the process earlier for soliciting the loss run data to allow solicitation for insurance plans with greater ease.

Selection of the insurance program for 2022 would be placed on the January 10, 2022 plenary meeting agenda.

2. **Discussion:** *Appointments to boards and commissions generally. Survey of who is seeking reappointment and who is not and how to proceed.* The Town Council President reviewed with the Town Council the memorandum of appointments prepared by the clerk-treasurer listing expiring terms for the various boards and commissions. The Town

Council discussed the retention of incumbent appointees. The Town council noted that there were several incumbents not seeking reappointment. The clerk-treasurer indicated that he would compile board and commission applications from persons interviewed but not appointed in the last two cycles.

- 3. Discussion:** *Community Events Commission and the production Contract from Lounges Entertainment management fees.* The Town Council discussed the Community Events Commission noting that some of the longer serving persons elected to resign or not seek re-appointment. It was noted that programing planning and entertainment contracting required attention. The Town Council President discussed whether Lounges Entertainment should be contacted.

The Town Council discussed the ways and means to program entertainment, the Independence Day Festival, the desirability of continuing a beer / wine garden, and the added merit of having bands that fostered sales of beer and wine. The Town Council discussed a suggestion by Councilor Schocke that the position of redevelopment director and events coordinator be combined.

The Town Council discussed the staff person who manages the bands for the North Township's Wicker Park concert series. Councilor Herak indicated that he would contact that person and Lounges Entertainment.

- 4. Discussion:** *The Sanitary Board of Commissioners is holding a hearing tomorrow on considering changes to some of the solid waste management fees, not household but the ancillary rate for the dumpsters uses and the like.* The Town Council reviewed with the Public Works Director the hearing scheduled for Tuesday, January 4, 2022 regarding increases to non-recurrent solid waste fees. It was noted that changes in terms of what can be discarded at the compactor and the elimination of all construction debris was being considered. It was further noted that once the Sanitary Board acted, the matter would be forwarded to the Town Council for its action.

Finally, it was noted that the fees in place had been unchanged since 2012.

- 5. Discussion:** *The merits of Publishing Board and Commission Members Pictures on the website.* The Town Council discussed and then determined not to publish pictures of board and commission members on the Town website.
- 6. Discussion:** *Considering an appropriate memorial for Dr. Greg Kendra, late of Highland, for his service on the Plan Commission.* The Town Council discussed the desirability and the nature of a memorial -- a plaque or a proclamation -- for Dr. Kendra. The discussion revisited an earlier discussion regarding a memorial to the late Paul L. Doherty, who had served twelve years on the Town Board of Trustees and another 12 years as the Town's 6<sup>th</sup> clerk-treasurer. He was a WW II veteran. There was no determination made.
- 7. Discussion:** *Ordinance to amend the Municipal Code Closing building half day on last working day of 2021 Thursday, December 30.* This is the convention to allow the staffs to perform year end tasks for the full day, confining the work to the year-end tasks. The clerk-treasurer indicated that he would have a draft of a proposed ordinance to amend the municipal code to create a standing authority for the annual half day closure of the office for year-end matters.
- 8. Ad Hoc.** *Status of Janitorial and Cleaning Services at Town Hall.* The Town Council discussed the janitorial firm that was currently engaged and expressed reservations about its quality assurance. Councilor Herak indicated that he would contact the Public Works Director about the matter.

9. **Ad Hoc.** *Impact from the recent Change in the street parking prohibition during a snowfall from one inch to two inches.* The Town Council noted that in some places there was still street parking affecting the snow plowing. The Town Council discussed the enforcement, noting that 48 citations were issued during the recent snow. It was noted that Councilor Herak would meet with the Public Works Director, the Police Chief and the Building Commissioner regarding the matter.

The Town Council was reminded to review the listed likely matters to be on the agenda for Monday, January 10, the next plenary meeting. It was noted that there would be additions.

There being no further matters to discuss , the Town Council President adjourned the standing study session of Monday, January 03, 2022, 8:20 o'clock p.m.

Michael W. Griffin, M.P.A., IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer