

**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: February 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. Municipal Plan Commission** (1) appointment to be made by Town Council President. *(Note: Currently held by Olga Briseno, (D) term ending 1st Monday January 2024. No more than two (2) of any party. Current composition is two (2) Republicans, one (1) Democrat. There can be no more than 2 of the same party.*
- 2. Advisory Board of Zoning Appeals:** (1) appointment to be made by Town Council President. This appointment only necessary if there is a change to the appointment on the Plan Commission. It must be a member of the Plan Commission and not the same one appointed by the Plan Commission. *(term is co-extensive with their Plan Commission term for which there is no fixed term)*
- 3. 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.*

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.

Home Rule Commissions or Boards

4. **Main Street Bureau Board of Directors.** Town Council President appointment. (1) Appointment. Town Council Representative must be a member of the Town Council. *Term co-extensive with term of appointee. (Note: Currently serving: vacant)*
5. **Tree Board:** (2) appointments, to be made by the municipal executive, but requiring nomination from the Town Council. *(Positions currently held by Joan Roback, Bernie Zemen and Mary Ann Brunt.)*
 - a. Nomination by the Town Council. *(The council would pass a motion to nominate.)*
 - b. Appointment by executive. *(If nominee is acceptable, the Town Council President may appoint.)*
 - **Tree Board Chairperson.** The Town Council President also appoints the Chairperson to be selected from the membership of the board. *(See HMC Section 8.25.030 (C)) (Currently held by James Colias.)*
6. **Economic Development Commission.** (1) Appointment to be made by the municipal executive, but requiring nomination from the County Fiscal Body nominee. Term ends just before February 1st. *This term does not expire until February 1, 2024.*
 - a. Nomination by the County Fiscal Body
 - b. Appointment by executive.
7. **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.)*

Legislative Appointments

Home Rule Commissions

1. **Main Street Bureau Board:** (6) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2025. *There are currently 11 of the 17 in place and serving. Currently*

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-serving are Rhonda Bloch, Ben Reinhart, Renee Reinhart, Allan Simmons, Diane Barr-Roumbus, James Roumbus, Sandra McKnight, Teri Yookovich, Sandy Ray, Kathy Smailis and Ben Tomera.

3. **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:** The February 19, 2024 Highland Town Council Standing Study Session falls on President's Day, does the Council wish to cancel the February 19th standing study session? The February 26, 2024 Plenary Business Meeting remains on schedule.
- x. **Discussion:** The Lake County Board of Elections and Registration has requested the use of the Highland Municipal Building as a voting site for the May 7, 2024 and November 5, 2024 elections.
- x. **Discussion:** Ordinance No. 1794: An Ordinance to Amend Chapter 12.20 Article III, Section 12.20.220 and Section 12.20.230 of the Highland Municipal Code Regarding Modifying and Establishing Discharge Regulations for Sewers and Sewage Disposal Pursuant to IC 36-9-25 Et Sequitur.
- x. **Discussion:** Advertisement for Bids (Road Materials and Supplies (Concrete Work)
- x. **Discussion:** Advertisement for Bids (Tree removal services)
- x. **Discussion:** Advertisement for Bids (Downtown Landscape Maintenance services)
- X. **Discussion:** Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance. *Public Works Director recommends the following:*
- (A) *The hiring of Austin Spears, to the full-time position of Utility Worker B in Public Works Department (Agency) at a rate of pay of \$15.87 per hour. This will not increase the full-time workforce greater than the authorized work force strength.*
- x. **Discussion:** (this originally came before the Council on March 13, 2023) The petitioner was proposing a use variance for property located 8141 Indianapolis Boulevard, Highland. The petitioner wanted to develop the property as a mixed-use retail/climate-controlled storage

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facility. HMC Section 18.55.050 prohibits this activity without a use variance. The property is currently zoned as B-3 General Business District/Indianapolis Boulevard overlay district in which climate-controlled facilities are not permitted. A use variance is being sought under HMC Section 18.115.050. Petitioner: **Mitch Feldman**, 3323 NE 163rd Street. Ste. 506, North Miami Beach, FL The Advisory Board of Zoning Appeals by a vote of four (4) in favor and zero (0) opposed acted to **UNFAVORABLY recommend the request for the use variance** for the property.

• **Plenary Business Meeting of Monday February 12, 2024**

- Minutes of the Meeting of Monday, January 22, 2024.
- Action to ratify calling of the Executive Session for the purpose of conducting interviews and negotiation with Industrial or commercial prospects or agents of these prospects or agents of these prospects to HMC Section 2.05.130 (F) & (G), Section 2.05.070(B)(3) and IC 5-14-1.5-6.1.(b)(2)(D). *(Notice was issued according to IC 5-14-1.5 et seq. for an Executive Session held Monday, January 29, 2024 at 6:00 o'clock P.M.*
- Cancellation of the February 19, 2024 Town Council Standing Study Session
- Ordinance 1794
- Approve the request of the Lake County Board of Elections and Registration
- Payroll Docket for the payday of January 26, 2024 by fund in the amount: General: \$310,780.83;
- Payroll Docket for payday of January 26, 2024:
Office of Clerk-Treasurer, \$16,485.20; Building and Inspection Department, \$10,690.22; Metropolitan Police Department, \$130,426.23; Public Works Department (Agency), \$93,641.14; Fire Department, \$2,388.24 and Information and Technology Department, \$4,201.45; Total Payroll: \$257,832.48.
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