

**Enrolled Memorandum of the Meeting  
Study Session/Meeting  
Twenty-Ninth Town Council of Highland  
Monday, February 03, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, February 03, 2020** at 6:32 O'clock P.M., in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**Silent Roll Call:** Councilors Bernie Zemen, Mark Herak, Mark Schocke, Thomas Black and Roger Sheeman were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Officials Present:** John P. Reed, Town Attorney; Kathy DeGuilio-Fox, Redevelopment Director; Peter T. Hojnicky, Police Chief; Alex Brown, PRCP, Parks and Recreation Superintendent; and John M. Bach, Public Works Director were present.

**Additional Officials Present:** Ed Dabrowski, IT Consultant (Contract); and Larry Kondrat, Board of Waterworks Directors, were present.

**Guests:** Theresa Badovich of the Idea Factory was also in attendance.

**General Substance of Matters Discussed.**

1. ***Discuss the need of Having a Study Session for an extended period of time.*** (The start time of 6:30 p.m. is established by ordinance. The end is not. So the study session could go as long as needed. However, the Redevelopment Commission meets at 7:00 p.m.)

The Town Council discussed the challenge to address meaningfully all the matters before it within the time allotted on Mondays, from 6:30 to 7:00p p.m. It was noted that the Town Council could continue to meet through the evening, but it was not desirable to run into the Redevelopment Commission meeting, which convenes at 7:00 p.m. on the First and Third Mondays of the Month.

The discussion included a possible temporary change of starting time to 6:00 p.m. until the matters before it could be meaningfully addressed. There was no consensus to emerge embracing his approach. It was determined that this could be discussed at the plenary meeting on Monday, February 10.

2. ***Discuss the issue of the Park and Recreation Successful grant application for the installation of a Hawk Pedestrian Traffic Control light at the Bike and Pedestrian Trail intersection at Kennedy Avenue.*** (NIRPC funded the project and it is in the forcing Transportation Improvement Plan, for FY 2023)

The Public Works Director, the Parks and Recreation Superintendent, and the Police Chief were present to discuss the plan to install a Hawk Traffic Control light at the crossing where the Lackawanna Bike and Pedestrian Trail intersects with Kennedy Avenue.

It was noted that Northwestern Indiana Regional Planning Commission (NIRPC) had identified this project for Federal support, allocated at 80% paid by the Department of Transportation and 20% paid by the Town. The project was placed in the Transportation Improvement Plan (TIP) for the fiscal year 2023.

The Police Chief and Councilor Herak expressed concerns with the effectiveness of the Hawk System, pointing to early confusion by drivers at the site of the intersection of the Bike and Pedestrian Trail at 45<sup>th</sup> Avenue. There was some traffic counts where some cars did not properly observe the traffic signal.

The Parks and Recreation Superintendent noted that NIRPC sponsored a needs study that found that of the top three worst bike and pedestrian path crossings two of them were 45<sup>th</sup> Avenue and Kennedy Avenue in Highland.

The Police Chief shared the concerns he offered at the Traffic Safety Commission regarding the complications to visibility of the traffic signals owing to Ridge Road Overpass bridge.

There was some discussion about the possibility of diverting the current bike and pedestrian trail to be able to cross at an existing intersection such as Lincoln Street.

It was noted that any alternative to divert the crossing or to install a Traffic Light array at an intersection, would not benefit from Federal aid supporting the costs.

The Public Works Director also noted the importance of conducting a traffic warrant study before any alternative traffic control apparatus is installed owing to the liability issues.

The Police Chief stated that matter was one that owing to the competing issues, the Traffic Safety Commission wished to bring the matter to the Town Council.

Following the colloquy, it was suggested the perhaps the traffic engineer who presented to the Traffic Safety Commission, could make presentation to the Town Council at a future study session.

3. ***Discuss the Proposed Renewal of the Memorandum of Understanding with the Town of Munster for the Shared Use of Highland's animal control facility.*** The Town Council reviewed the request of the Police Department to renew its agreement with the Town of Munster to permit Munster to share the use of Highland's animal shelter. The agreement would largely mimic the one that was in force last year.

The Town Council President instructed that the matter be placed on the Agenda for the plenary meeting on Monday, February 10, 2020.

4. ***Discuss Possible Additional Appropriations to support he payment of the invoice for the municipal elections in 2019 and to support the purchase of new copiers/scanner/printers pursuant to the three year plan. (The Town had budgeted for cost of the 2019. The appropriation lapsed (expired) at end of last fiscal year. The bill while dated December 3, 2019, did not arrive until mid-January by email attachment.)***

The Clerk-Treasurer explained that the 2019 Budget of the municipal cumulative capital development fund was adopted to allow for the payment of the expenses associated with Highland's municipal election. It was noted that no invoice arrived until after the end of the fiscal year. So, an additional appropriation was being sought in order to pay the invoice for the election.

The Clerk-Treasurer further explained that it was time to purchase new printer/scanners/copiers for the several departments of the Town, through the funding of the Information Communications Technology Fund. It was noted that the fund's budget is designed to set aside over three years sufficient unappropriated

balance to support the replacement of the printer/scanner/copiers for the Town Hall, Police Department, Public Works, Parks and Recreation, and Fire Departments.

The Town Council discussed the competing merits of leasing alone or keeping the copiers for more than three years.

Following the colloquy, the Town Council President allowed that the authorization to publish notice for legal hearing to consider a proposed additional appropriation could be placed on the agenda for the plenary meeting of February 10, 2020. The hearing would be conducted on February 24.

5. *Continue Discussion and Work on Formal Honorific Banner Program to allow display of banners on certain light poles on Kennedy Avenue, Jewett and Highway Avenue.* The Town Council noted that this matter was one that required further deliberation that would require greater amount of time. It was noted that the Town Council had reviewed the sample policies from Douglas Georgia and Aspen Colorado.

It was determined that the matter should be the sole subject of a study session, perhaps a special one for another day and time. It was determined that the Clerk-Treasurer would consult with the Town Council President, and circulate proposed dates for such a meeting and poll the availability of the Councilors to attend.

6. *Discuss the Status of the locating of Royal Excursion to replace the Tri-State Lines, for Airport Livery.* It was noted that the site of Tri State Coach Lines, a bus livery shuttling persons to the Midway and O'Hare Airport, had ceased operations. It was further noted that a successor livery operator, Royal Excursion, desired to bring an operation to Highland.

The Town Council and the Redevelopment Director discussed a report from social media attributed to the operator of Royal Excursion about the difficulty he was experiencing in bringing his operation to the Town.

It was noted that the prospective operator preferred not to seek to locate at the former Tri State Site, 8144 Indianapolis Boulevard, Highland, but instead from the parking lot located at the site of the former Ultra Plaza.

The Redevelopment Director noted that she consulted with the Building Commissioner and Zoning Administrator, and learned that the activity would require a variance.

It was determined that the representatives from Royal Excursion should be contacted to see about their availability to meet with the Town Council regarding this matter. The Town Council expressed concern about the appearance to seem business unfriendly.

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 03, 2020**, was adjourned at 7:15 o'clock p.m.

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