

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, December 16, 2013**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, December 16, 2013** at the time of 7:00 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Dan Vassar and Konnie Kuiper were present. Councilor Dennis Adams, selected as the pro-tempore councilor to succeed Councilor Novak, was also present. Councilor Brian Novak tendered a resignation from the Town Council to the proper officer to be effective November 4, 2013. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: William R. Timmer, CFOD, Fire Chief; IT (Contract) Director Ed Dabrowski, were present.

General Substance of Matters Discussed

1. The Town Council discussed the Town Holiday party convened this recent Saturday.
2. The Town Council and the Fire Chief discussed the status of the PSAP Consolidation as required in law, noting recent suggestions made by St. John to be included in the proposed agreement. It is noted that the agreement of December 6 is the final agreement in place.

The Town Council discussed the remaining concerns raised by the Fire Chief regarding where the rollover call traffic would be absorbed. The Fire Chief also expressed concerns about the merit of having a dark site as a back-up rather than having it operational to arrest the delay in the event of a loss of service at the primary operating site.

The discussion included whether a meeting of the several communities that have been reluctant to adopt the interlocal cooperation agreement without answers to questions was explored. The discussion included the meeting to be convened in January 2014. The discussion explored the merits of several communities asking the same questions, and if this would garner greater attention by the County Commission.

3. The Town Council discussed the issue of whether there should be any expenditure of the Innkeeper Tax dollars outside of Lake County by the South Shore Convention and Visitors Authority. It was noted that the law supports such expenditures. The Town Council discussed the merits of taking a stand opposing a Lake County co-sponsored air show in Newton County. Councilor Adams, noting that he had served on the Board of Directors some years prior, expressed his own opposition and urged that the Town Council take some steps to oppose. There was consensus from the Town Council to have some instrument or to schedule some vote on the subject to express opposition at the next meeting.
4. The Town Council discussed the status of an ordinance amending the composition of the park board from its current six member structure, to a four member structure, removing the School Board appointment and the Library Board appointment. The discussion further included whether the ordinance should be placed again on the agenda or if the matter should be taken up perhaps in July or at a later time. There was no formal vote, but the consensus of the Council was to defer raising the matter until later in the year, at which time the Town Council could review the matter again.

5. The Town Council discussed the memorandum reporting the expiring terms from the several boards and commissions and the need to deliberate about appointments in the coming year. It was noted that the state law provides for holding over for all the terms but all must expire with no further holding over after 60 days from the expiration of the term. The Town Council President assented to a press release reminding persons to apply on line if they are interested in being considered for board and commission services.
6. The Town Council discussed the merits of seeking a consulting firm to review the existing Comprehensive Zoning Code, particularly to review it for compliance with prevailing best practices and to offer a summary of uses that may be included in each of the zoning classes for review by the Town Council. The Town Council also discussed whether the current zoning code, which allows for hotels or motels to be constructed in B-3 Districts, could be suspended during any period of review.
7. The Town Council discussed the status of enforcement of the property maintenance ordinance regarding the prohibition on boarded windows. It was noted that an enforcement action was to be undertaken this week for Abrahamson's property located at the southwest corner of Prairie Avenue and Indianapolis Boulevard. It was also noted that if the provision needed to be applied to each instance of window boarding, then it should be enforced.
8. The Town Council and the Clerk-Treasurer discussed the proposed agreement with Alpine Carnival to provide rides and attractions for the Town's annual Independence Day festivals at the Main Square. The proposal would be for four years beginning on 2014 and running through to and including 2017. The consideration for operating during the festivals would be to provide the Town with 30% of the gross ride and attractions ticket sales. The contract is unchanged. The Fire Chief commended the operator.
9. The IT Director discussed the renewal of his agreement noting it will be expiring at year end. He sought feed-back on whether it should be a single year or multiple years, without any formal or informal response.
10. The Town Council discussed the departure of the Breslins from the Community Events Commission, noting that the appointments to the Commission should keep in mind the need to appoint persons who wish to volunteer for the holidays.
11. The Town Council discussed the desire of the Sanitary Board to meet jointly with the Council to and discuss the status of the U.S. EPA consent action with the Town. It was noted that they would be seeking such a meeting after the start of the New Year.
12. The Town Council discussed the merits of revamping the Website. It was noted that the IT Director only tries to update the site as he is given the information from the department heads. There is no direct responsible party for the maintenance and design of the website. Councilor Vassar suggested approaching the Idea Factory, the consultants who design and produce the monthly newsletter, to discuss the prospect of designing the website.

There being no further business to be discussed by the Town Council, the regular study session of the Town Council of **Monday, December 16, 2013**, was adjourned at 8:26 o'clock p.m.

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