

**Memorandum of the Meeting  
Regular Study Session  
Twenty-Seventh Town Council of Highland  
Monday, December 03, 2012**

The regular study session of the Twenty-Seventh Town Council of the Town of Highland was convened at the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in the council meeting room on Monday, December 03, 2012 at 7:08 o'clock p.m.

**Silent Roll Call:** Councilors Bernie Zemen, Brian Novak, Mark Herak, and Dan Vassar were present. Councilor Konnie Kuiper was absent owing to health of his wife. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. A quorum was attained.

*Also Present:* Katy Dowling, Deputy Clerk-Treasurer; Cecile Petro, Redevelopment Director; and Mike Maloney of the Redevelopment Commission were also present.

**General Substance of Matters Discussed:**

1. The Town Clerk-Treasurer presented the Town Council the current and likely modified version of the Capital Asset Policy. The Clerk-Treasurer indicated that the greatest different will be moving from a uniform \$5,000 capitalization threshold to a \$10,000 threshold, prospectively.

The Town Clerk-Treasurer indicated that a modifying ordinance would be presented at a future time. He further encouraged the Town Council to read the two policies and if there were any questions, the Clerk-Treasurer would be pleased to answer.

2. Redevelopment Commission President Mike Maloney and the Redevelopment Director presented to the Town Council an inventory of existing properties located in the Redevelopment Areas, discussing the merit of assembling parcels to facilitate and manage redevelopment and economic development.

In the course of the presentation and discussion, aerial photographs of the business corridors were reviewed and certain under-utilized and vacant parcels were explored. Expected assessed valuations of 13 possible assembled parcels or sites were examined. The Redevelopment Director identified the top five of the 13 as identified by the Redevelopment Commission to be the priorities for economic development and redevelopment.

The discussion included the merits of changes to state law that would incent development of vacant properties. The discussion further included the merits of changing the current composition of uses in the development area.

The discussion included the challenges for the flood - zone for certain businesses along Indianapolis Boulevard. Further, the redevelopment of the site north of the Ultra Foods, currently known as Highland Plaza, was discussed.

The discussion included the merits of redeveloping the current Industrial Park and the need to change its aesthetic. It was noted that the site is approximately 40 acres but multiple owners and parcels complicates action to redevelop.

The discussion included the use of adverse possession or eminent domain and the prohibition on transferring the acquired property to a private developer.

The discussion included the merits of relocating the current Public Works Facility, 8001 Kennedy Avenue, Highland. It was noted that the resulting property would have high redevelopment potential, provided there could be 33 acres made available. The Redevelopment Director reported that she was seeking a site to be the new host site for the facility. The discussion included whether there interest in a joint public works facility with a neighboring community, such as Griffith.

The discussion included the Redevelopment Department's request for support of a bond financing in the amount of \$2 million in order to implement some of the parcel acquisition and assembly. It was noted that no councilor expressed any reservation regarding the reported intentions of the Redevelopment Commission.

3. The Town Council discussed the re-apportionment of the election wards as required by state law. The new election wards must be established by December 31, 2012. It was noted that the 2010 census population is 23,727. There are five election districts or wards from which Town Councilors must run and resident, but the whole voters of the entire Town.
4. The Town Council discussed the situation with Arzumanian Nursery, its proximity to the Indianapolis Boulevard where the new INDOT reconstruction was being completed. The Town Council discussed the status of a buffer or fence to hide Arzumanian Nursery, and the absence of the desirable aesthetic for a gateway to the Town. The discussion included whether the Town of Highland could act to erect a fence in the event that INDOT cannot or will not. The discussion included the sufficiency of the current enforcement or ordinances to produce the needed correction of the site. The discussion included the desire to identify with certainty the right of way, to better assess the level of encroachment by the business. It is noted that the business occupies a portion of the right of way.
5. The Town Council discussed the issue of vacation buy-back and that there should be an emphasis on encouraging the use of the vacations instead of using the buy-out. The issue of compensatory time for exempt salaried employees was discussed, allowing the use of that time as paid time off in lieu of using other paid time off, such as personal days and vacations. The discussion included working with the existing human resource consultant.
6. The Clerk-Treasurer discussed with the Town Council the prospect of closing the municipal building to public traffic in order to permit workers to perform year-end tasks. The Town Council permitted this last year and it was noted that it worked well. While the Town Hall would be closed at an earlier hour than the current 4:30 p.m., workers would still be at work until the usual closing time or later.
7. The Clerk-Treasurer discussed the ballot of candidates for new terms on the Board of Directors of the IACT Medical Trust. It was noted that there were six nominees vying for four seats. Each member community posts one ballot. The Town Council offered guidance that a resolution authorizing the Town Council President to cast the ballot on behalf of the Town, should be prepared for its consideration.
8. The Town Council discussed the desirability to reschedule the standing meeting of the Highland Town Council for Friday the 28<sup>th</sup> of December instead of its present standing date of December 24, 2012.
9. The Town Council discussed the *in absentia* request of the Public Works Director regarding his desire to organize a municipal employee holiday luncheon for December 21, 2012 at the Lincoln Community Center and permit the Municipal Building to close to permit workers at Town Hall to attend. It would remain a work day.

There being no further matters to discuss before the Town Council, the regular study session of the Town Council, of **Monday, December 03, 2012**, was adjourned 9:02 o'clock p.m.

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