

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Sixth Town Council of Highland
Monday, December 21, 2009**

The regular session of the Twenty-Sixth 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 21, 2009** at the regular time of 7:05 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Brian Novak, Konnie Kuiper and Dan Vassar were present. Councilor Herak joined at 7:20 p.m. owing to the delay of his transit provider following work. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Also present: Ed Dabrowski of the Park and Recreation Board was also present.

Robin Carlascio and Theresa Badovich of the Idea Factory; and Tom Brown of the Brown Insurance Group and Tom Horgash of Horgash Insurance were also present.

General Substance of Matters Discussed

1. Robin Carlascio and Theresa Badovich of the Idea Factory, the editors of the Town Newsletter, were present to discuss the contract renewal for the monthly newsletter. The renewal proposal provided for an increase of \$850 over the previous contract. The discussion included a representation that the budgeted amount including the printing was \$2,450 per month. The discussion included whether or not RFP should be sought for the editorial or the printing side. The discussion further included discussion of an unsolicited proposal for the printing portion of newsletter offered by Office Max, from its IMPRESS division. The price presented a \$602.50 monthly reduction under the current printing costs of \$1,600 per month.

The discussion moved toward finding ways to reduce the cost of the printing but renewing with the Idea Factory for FY 2010. It was further noted that for January newsletter, the printing services of the current provider, Baxter Printing, were needed in order to keep the service moving forward.

The Town Council President indicated that he may inquire with the Fire and Police Chiefs about any money that may be in their budgets that could be used to support the costs for the year on the newsletter. The Clerk-Treasurer indicated that he would follow-up with the Town Attorney on the contact modification.

Ms. Carlascio and Ms. Badovich departed at this time.

2. The Town Council discussed with Tom Brown and Tom Horgash about the property and casualty insurance lines as well as the general liability policies for FY 2010. The discussion included an acknowledgement of the expiration of the fee for service contract with Brown Insurance Group, which fixed the level of compensation at a not to exceed amount. There was no apparent determination to try to fix the compensation again or to pursue a new contract. It was noted that the Brown Insurance Group would be compensated at a 10% commission based upon the premiums. He noted that owing to the previous contractual arrangement, he quoted the premiums without the commission. He would be resubmitting the rates to include the commission. Mr. Brown represented that this would still be less costly than the fee for service agreement.

The comparisons were presented from the following underwriter carriers: Hylant-Trident; Euclid-Scottsdale; Travelers; and Burnham & Flower – U.S. Specialty.

The discussion included the recent false arrest claim and the suit amount of \$400k. Mr. Brown noted that the current carrier (Hylant-Trident) if retained, there would be stipulations regarding greater loss control for the Metropolitan Police Department. It was noted that Traveler's provided the lowest annual premium for the Town, offering a reduction from the current annual premium but at a deductible of \$10,000.

3. With leave from the Town Council, Councilor Novak presented on behalf of the Police Chief, his request for an amendment to the bond processing fee ordinance exceptions that would exempt persons charged with driving while suspended (infraction) and persons who once charged are transported to the hospital.

Councilor Novak further presented the Police Chief's desire that a point person on the Wilson-Estes Public Safety Facility be selected. The Police Chief suggested that the Town Attorney, Rhett Tauber be that person. The discussion included except once the construction is underway, why the department head would not be the point person. The Town Council President indicated that he would follow-up with the Police Chief.

Councilor Novak departed at this time.

4. Kathy De Giulio-Fox, 8839 Highland Street, Highland was present for an interview in consideration for service on the Redevelopment Commission. The discussion included a review of her impressions of her previous service as a commissioner as well as the ways and means of successfully attracting new business and investment. The discussion further included what was successful for the Town of Highland as commercial enterprises.

The discussion included concerns about the Kennedy Avenue corridor from Interstate 80/90 to Highway Avenue and its aesthetic for invitation. The discussion included a question of whether or not the vacating business ownership is called upon to learn the reasons for departure.

Ms. De Giulio-Fox inquired about what the Town Council desired for its redevelopment and economic development for Highland. The Town Council discussed the concern about whether or not there is a consistent redevelopment plan being implemented. The discussion included whether or not the prime development areas are Indianapolis Boulevard or Kennedy Avenue.

5. Roy Miller, 9114 Woodward, Highland, Indiana, was present for an interview in consideration for service on the Town Board of Metropolitan Police Commissioners. The discussion included an inquiry regarding the basis for Mr. Miller's interest. He noted that he was seeking an opportunity to serve the community. He noted that he has relatives in law enforcement in other communities, and was moved by the recent monthly newsletter which invited persons to apply for consideration for boards and commissions. Mr. Miller identified his partisanship as being Republican, and stated that to the best of his belief that he voted in the most recent Republican Primary. Mr. Miller and the Town Council discussed the issue of departmental turn-over and compensation. Mr. Miller expressed his desire to work on retention. The discussion included benefits such as retiree insurance being used as an inducement for retention and whether or not this was common or not.

The discussion included consideration of the need to adjust staffing levels if needed. The discussion included also a desire on the part of some councilors that appointees bring new ideas, and resist becoming too assimilated by the department or the existing working culture.

Upon the inquiry, Mr. Miller expressed willingness to serve on a possible Fire Commission but expressed his preference for the Town Board of Police Commissioners.

Mr. Miller departed at this time.

6. The Town Council discussed the competing merits of establishing a Fire Commission that would be established to govern affairs of that department. The discussion included the concerns that may be raised from some in the fire service. The discussion included whether or not there should be term limits for appointments to boards and commissions.
7. The Town Council discussed some requests from the Fire Chief regarding uses for the \$14,000 that was in the General Fund budget of the Fire Department, which he would have used for the special utility vehicle (gator-style) but was instead funded by the Special Public Safety Fund. The discussion included encouraging the Fire chief to contact the Council by e-mail to more fully describe his intentions.

The Town Council President reminded everyone of the special study session of Tuesday, December 22, 2009 at 5:30 p.m. for interviews.

There being no further business to come before the Town Council, the regular study session of the Town Council, of **Monday, December 21, 2009**, was adjourned 8:55 o'clock p.m.

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