

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Seventh Town Council of Highland
Monday, October 5, 2015**

The regular study session of the Twenty-Seventh 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, October 5, 2015** at the time of 7:10 o'clock p.m.

Silent Roll Call: Councilors Mark A. Herak, Dan Vassar, and Konnie Kuiper were present. Councilors Bernie Zemen and Steve Wagner were absent. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: Randy Bowman, Assistant Inspector for Electrical; Ed Dabrowski, IT Consultant; Sue Murovic, Member of the Advisory Board of Zoning Appeals; Cecile Petro, Redevelopment Director, and Dion Katsouros of Skillman Corporation, were present.

General Substance of Matters Discussed or Proposed

1. *Received report from Skillman Corporation regarding Progress on the Police Station Construction Project.* Mr. Dion Katsouros offered a brief survey report on the status of construction progress for the Police Station Project.

He reported that the week of October 19th he expected the final inspections to be conducted by the Building Commissioner and the Fire Chief that should lead to certificate of occupancy. He also suggested that around October 26 the process of demobilizing would begin.

The Town Council and the Project manager discussed some of the materials used in the construction including whether the entrance hall was comprised of ceramic tiles. This was confirmed.

The discussion included the scheduling of an open house for the building. It was noted that the Town Council wished to delay the consideration until all the members of the Town Council could be present.

Mr. Katsouros departed at this time.

2. *Discussion Regarding Use of Innkeepers Tax Funds for Contribution to the Tomfoolery Fundraiser, which is conducted to support the Town Theatre Reconstruction.* The Town Clerk-Treasurer, noted that he serves as a member of the Board of Directors of the Town Theatre, and was presenting the request in consequence of a pledge made by him at the last meeting of the Town Theatre Corporation Board of Directors to make this inquiry. The Clerk-Treasurer noted that there was an unappropriated, unassigned, unobligated cash balance on deposit to the credit of the Innkeeper Tax Fund in the amount of **\$13,714.52**. The Clerk-Treasurer noted that this money could be used to promote visitors directly or a project that would support a project that would promote visitors, such as the Town Theatre Project. The Clerk-Treasurer then asked whether the Town Council would consent to contributing \$1,000 to the forthcoming fundraiser, styled as "*The Town Foolery Show: Save the Town II.*" It was noted that the Town Council wished to delay the consideration until all the members of the Town Council could be present.

The Redevelopment Director distributed a promotional post card regarding the Tomfoolery Show.

3. *Discussion Regarding the need for the Town Council to Identify its Two Appointees to the Board of Directors of the Town Theatre.* The Clerk-Treasurer reported to the Town Council that under the terms of the Incorporation Bylaws of the Town Theatre, Incorporated, (*See Article IV, Section 1*), the Town Council was granted two appointees to the board. The board of directors was fixed at nine members, all of which have been filled. However, two of those are to be identified as the appointees of the Town Council. While all subsequent board appointments were under the authority of the Board of Directors, two of the nine seats would continue to be under the authority of the Town Council. However, at the formation of the current board, those appointees were not identified. The Clerk-Treasurer instructed the Town Council that it should identify these appointees before the end of the year, as that is when some of the staggered terms were expiring. ." It was noted that the Town Council wished to delay the consideration until all the members of the Town Council could be present.

The Redevelopment Director also distributed the excerpt from the Town Theatre Bylaws that demonstrated the appointment authority of the Town Council for two board positions. She then departed.

4. *Discussion on Proposed Budgets for FY 2016 and the Progress.* The Clerk-Treasurer presented some reports regarding the status of the budget requests as submitted by all departments. The Clerk-Treasurer indicated that the published or proposed budget was informed by the proposed budgets as submitted. He further noted that the advertised budget was proposed at approximately \$3.2 million over the maximum levy limitation. He further noted that the Sanitary District Budget was similarly advertised at \$36,700 over the maximum levy for that taxing entity.

The Clerk-Treasurer further indicated that even adjusting for the overstated levies, the Sanitary District was likely both funded and in balance. He further indicated that the Civil Town Budgets were currently close to being funded but were likely to be over the maximum by \$400,000. He further indicated that there would need to be modest adjustments to the revenue forecasts and that some cuts would be necessary. The Clerk-Treasurer indicated that since the Town recently was notified of its premium increase for FY 2016 by the IACT Medical Trust, being 1.6%, and that the preliminary budgets were built with a proposed 10% increase, the first reductions would likely be made there. Finally he stated that working with the Town Council President, as Budget Chair, there would be a recommendation and plan for the Town Council before its adoption.

The Clerk-Treasurer reminded the Council that the pre-adoption hearing would be conducted at the Plenary Business meeting on Monday, October 12.

It was noted that Mr. Terry Fuqua, 3042 LaPorte Avenue, Highland was a resident present to observe the Study Session. With leave from the Town Council, he was granted permission to pose several questions regarding issues associated with the Town Theatre Project. Mr. Fuqua also presented several written requests under the Access to Records Act and filed them with the Clerk-Treasurer.

1. Mr. Fuqua inquired about the process for selecting persons to be appointed to the Redevelopment Commission. He noted that Dan Grimmer of Grimmer Construction was considered but then no appointed.
2. Mr. Fuqua further inquired as the manner or process of selecting persons to the Board of Directors of the Town Theatre Board.
3. Mr. Fuqua then inquired whether there was a project cost number above, which the Town Council would not allow.

A colloquy between and among the Town Council, the Clerk-Treasurer and Mr. Fuqua ensued regarding all of his questions. The colloquy revealed that the Town Council would be exercising oversight on the costs of the project, however the numbers are not yet known. It was further noted that there were estimates made by the former Architects that ranged from \$1.8 million to 2.5 million for the reconstruction, which did not include the replacement of the roof or the acquisition costs for the two buildings to the north, that were deemed necessary to make the restoration viable.

The colloquy further revealed that the current review of architects underway before the Redevelopment Commission is intended to eventually engage the selected firm to assist with the refinement of project cost estimates.

Mr. Fuqua reported his belief that members of the Theatre Board were circulating petitions at the recent Main Street Car Cruise event that purported to urge the Town Council to continue its support for the Town Theatre project.

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, October 5, 2015**, was adjourned at 7:55 o'clock p.m.

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