

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Seventh Town Council of Highland
Monday, September 21, 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, September 21, 2015** at the time of 7:06 o'clock p.m.

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

Also present: Randy Bowman, Assistant Inspector for Electrical; George Georgeff, Police commander; Ed Dabrowski, IT Consultant; Sue Murovic, Member of the Advisory Board of Zoning Appeals; Bob Johnsen, Assistant Public Works Directors; and Dominic Noce of the Redevelopment Commission, were present.

General Substance of Matters Discussed or Proposed

1. *Discussion of Request for Changes to the Wage and Salary Ordinance by the Public Works Director.* The Assistant Public Works Director discussed with the Town Council the proposal for amendments to the Wage and Salary Ordinance.

The proposal if adopted would create two class distinctions for the Utility Worker/ Equipment Operator Positions, rendering the new positions of Utility Worker/ Equipment Operator Positions (A) and (B). It would reduce the number of authorized Street Sweepers positions from two to one, and due to the recent retirement of Bob Wojcik, fix the pay for these positions without resort to the language of the annual adjustment that has been included in the ordinance

The Town Council and the Assistant Public Works Director discussed the proposed reduction in Street Sweeper positions. There was some concern and reservations exhibited by the Town Councilors regarding how the current workload would be allocated with the reduction in authorized positions. It was noted that the single street sweeper would be augmented with a temporarily assigned worker.

The Assistant Public Works Director departed at this time. The Town Council President suggested that the amendment could be taken up at the forthcoming Plenary meeting.

2. *Meeting with the President of the Redevelopment Commission regarding the Status of the Town Theatre Reconstruction.* The Town Council and the Redevelopment Commission President Dominic Noce, at the request of the Town Council President, discussed the current status and disposition of the Town Theatre Project.

The discussion included a review of the evolution of construction estimates from the original estimate of \$1.9 million, which did not include the acquisition costs for the adjacent properties to the recent costs associated with the likely need to fully replace the roof on the Town Theatre. The discussion included a survey of the recent proposals from architects to perform the design and evaluation of the project.

The discussion included an examination of the comparative merits of conserving the existing Town Theatre building as much as possible in order to protect the possibility of gaining placement on the Historical Register, and its associated

eligibility for restoration grants or instead the possibility of demolition of the existing building and simply constructing anew.

It was still further noted that a more refined estimate of cost of construction or reconstruction would likely be forthcoming once an architectural firm was finally selected.

The Town Council thanked the Redevelopment President, Mr. Noce for his time. He departed.

3. *Discussion with Commander Georgeff and the IT Consultant Paying the COMCAST invoice and some recent electronic communications between the Police Department and the Office of the Clerk-Treasurer regarding the payment of the Comcast services when the building is not fully running.* The Town Council, the Clerk-Treasurer, the Police Commander and the IT Consultant discussed the pending invoice tendered by COMCAST for services of internet and related communications for the new Police Station at 3315 Ridge Road, Highland. It was noted that the building was not yet ready for operation or occupation. The IT Consultant and the Police Commander stated that the contract for services was not a payment in advance of delivery of service as the service is needed for testing of communications and related purposes in advance of occupancy. It was noted that AT&T would need to install lines in advance of the installation of the Elevator.

The Town Council and the Police Commander discussed whether the contract could be signed without action by the Town Council. It was noted that any contract for service that has a term greater than a year or that costs greater than \$15,000, would require action by the Town Council in advance. It was further noted that the installation costs were less than these thresholds and the agreement would not run longer than a year, as represented by the Police Commander. Noting this, it was there was no apparent barrier to executing the AT&T Agreement by the signature by the Police Chief or his designee. Commander Georgeff departed.

4. *Discussion of Controlled Event Request from Growlers Tavern.* A request from Growlers, a tavern located on Highway Avenue, was offering to provide beer in concert with the Main Street Car Cruise event. It was noted that the actual dispensing would be by the Town. Growlers was willing to donate the beer.

The Town Council discussed the proposal and there was no sense that the event should be placed on the agenda for action. The matter would not move forward.

5. *Discuss Proposed Amendment to Code to permit Payment in Advance of Board or Commission Allowance of the Employers Contributions to worker Health Savings Accounts.* The Clerk-Treasurer presented the language that would clarify the authority to allow the employer's H.S.A. contribution shortly in the first month following the end of each quarter as provided by current Compensation and Benefits Ordinance. The Town Council offered no objection. The ordinance that would execute the amendments would be taken up at the plenary business meeting on September 28.
6. *Discussion Regarding the Correspondence from the Lake County Emergency Management Department inquiring about the Status of the Town's Appointment to the Advisory Council.* The Town Council President shared a the contents of a letter he received from the Emergency Management Director, Jodi Richmond, seeking clarification as to whom the Highland Town Council has appointed to serve on the Lake County Emergency Management Advisory Commission, as set forth in IC 10-14-3-17. It was determined that the letter would be placed on the agenda of the plenary business meeting to affirm the current appointee, Fire Chief William R. Timmer, Jr.

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, September 21, 2015**, was adjourned at 8:11 o'clock p.m.

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