

**Topics Tentatively Scheduled for Study `Session Discussion  
and  
Topics Requested for Action at Future Business Meetings of the Twenty-Ninth  
Town Council of Highland**

**Monday, February 3, 2020  
Study Session  
Plenary Meeting room**

- X. Discuss the need of having a study session for an extended period of time. *(The start time of 6:30 is established by ordinance. The end is not. So the study session could go as long as needed. However, the Redevelopment Commission meets at 7:00 p.m.)*
- X. As requested at the Study Session January 20, 2020, discuss the issue of the Park and Recreation successful grant application for the installation of Hawk Pedestrian Traffic Control at the Bike Path intersection at Kennedy Avenue. *(NIRPC actually funded this in its forthcoming Transportation Improvement Plan. There is a difference of opinion on the merit of this installation.)*
- X. Discuss or acknowledge the remaining appointment(s) for the year. *(Summary list of appointments due.)*
- X. Discuss the possible additional appropriations for the last Election (MCCD) and the IT Fund for Copiers replacement according to the standing schedule. (The Town had budgeted for the cost of 2019 elections in 2019. The appropriation expired at the end of the last fiscal year. The cover letter with the bill was dated December 3 2019. The invoice was electronically mailed by the Auditor's office on January 9, 2020. **Amount: \$36,803.01.**)
- X. Discuss the renewal of the memorandum of understanding with Munster regarding a shared use of Highland's animal control facility. *(Sample from prior year attached)*
- X. Continue to discuss and work on establishing formally a program providing certain honorific banner displays on public light poles on Kennedy Avenue, Jewett Street and Highway Avenue. *(Policy template is available. The Clerk- Treasurer is also providing the sample policies and the census of poles presently equipped and that were discussed to be equipped.)*
- X. Discuss the prospect of establishing a five year capital plan for the Town, convening all boards with capital authority to discuss what is already in place and what may be planned. *(Town Council, Park and Recreation Board, Redevelopment Commission, Board of Waterworks Directors and Board of Sanitary Commissioners)*
- X. Discuss the status of the Great Blue Herron Rookery.

- X. Discuss the status of rate review being conducted by Board of Sanitary Commissioners and the Board of Waterworks. Discuss whether it would be desirable to absorb the surcharges imposed by the online and electronic money processing bureaus, in the rate base rather than impose the charges directly on users of online, and credit card services to pay for municipal services. *(Whatever the position, the Boards of jurisdiction with each utility will have to consent.)*

Holidays:

Monday, February 17: PRESIDENTS DAY

## II.

### • Plenary Business Meeting of Monday, February 10, 2020 Likely matters

- X. Accounts payable vouchers Docket for the period of January 28, 2020 to February 10, 2020 in the amount of \$ \_\_\_\_\_.
- X. Payroll Dockets for the payday of January \_\_\_\_, 2020 in the amount of \$ \_\_\_\_\_.
- X. Minutes of the Meeting of Monday January 27, 2020.
- X. Appointments for Boards and Commissions remaining (if ready)
- X. An Ordinance amending the municipal code to establish service charges for escort services unrelated to accidents or funerals for all departments further ratifying the unauthorized invoicing of July 29, 2019 NOT ACCIDENT RESPONSE FEES. Introduced on 9.09.2019. No further action. *(NOT READY/ Since this was introduced in a prior session – the 28<sup>th</sup> Town Council, this will need to be reintroduced when ready.)*
- X. Ordinance to take language from Ordinance No. 999 into the Municipal Code regarding the sidewalk replacement program.
- X. Resolution(s) Authorizing temporary Loans owing to cash flow due to timing of property taxes and the 15% limitation for the operating balance in Debt Service Funds in the following Funds *Park District Bond and Interest Fund* in the amount of **\$327,203.00**; *Redevelopment District Bond and Interest* in the amount **\$8,698.00** and in the *Sanitary District Bond and Interest Fund* in the amount of **\$745,564.00**.

February 24 2020

Public Hearing on Proposed Additional appropriations in the municipal cumulative capital development fund in the amount of \$7,560.

Agenda Building Status Report

- 2 -

*The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.*

## **2.05.130 Meetings of the town council. Revised 7/19**

(A) The types of meetings that may be convened by the town council include regular plenary meetings, special meetings, executive sessions, adjourned meetings, and regular study sessions.

(1) What constitutes a meeting shall be governed by IC 5-14-1.5-2 and this code.

(2) **Plenary meetings** shall be convened based upon an established standing day and time, at which matters are brought before the town council either by its specific action or by an agenda assembled according to this chapter, for its consideration and possible dispositive action. These meetings will be conducted with the customary formality associated with such meetings according to the prevailing law and the selected parliamentary authority. However, the town council may employ at the beginning of each meeting a review period to consider the agenda and discuss matters that are necessary or desirable. When doing so, the council may employ the same degree of informality and legislative conduct associated with study sessions. This review period ends when the town council calls the plenary meeting to regular order.

(3) **Study sessions** shall be distinguished from plenary meetings as they shall be conducted with less formality and with no votes or final actions of a dispositive nature unless provided otherwise by proper notice, pursuant to IC 5-14-1.5 et seq.

(4) **Special meetings** shall be convened at a different time and date from the regular plenary meetings or study sessions to consider and act upon only one or more items as set forth in the notice and call of the meeting.

(5) An **adjourned meeting** is a meeting convened as a continuation of a meeting which preceded it and at which the items of business were not able to be completed. The adjourned meeting shall take up at the point where the previous meeting ended, addressing the business remaining from the prior meeting and be confined only to those matters, unless special notice is provided under IC 5-14-1.5 et seq.

(6) An **executive session** is a meeting from which the public is barred from attending to record and observe and may only be convened according to the provisions and purposes set forth in IC 5-14-1.5-6.1. (*Also see HMC Section 2.05.070*)

(B) Except as otherwise provided herein, the town council shall hold **regular plenary meetings** on the **second and fourth Monday** of each month, **which shall begin at 6:30 p.m.**

(C) Except as otherwise provided herein, the town council shall hold **study sessions** on the **first and third Monday** of **each month, which shall begin at 6:30 p.m.**

(D) Town council plenary meetings or study sessions may be canceled by a majority vote of the town council or by direction of the town council president.

(E) Town council plenary meetings may be rescheduled by a two-thirds vote of the elected members of the town council.

(F) The town council shall have the authority to hold such other meetings, as described in this section as it may deem necessary or desirable provided such meetings be held pursuant to IC 5-14-1.5 et seq.

(G) The town council, when necessary or desirable, shall hold executive sessions pursuant to IC 5-14-1.5-6.1 and HMC 2.05.170 only for the purposes authorized therein.

(H) The town clerk-treasurer shall memorialize the proceedings of all meetings pursuant to IC 5-14-1.5 et seq., and HMC 2.05.100 and 2.10.030(C)(9). [Ord. 1700 § 1, 2019].

**2.05.070 Executive sessions. Revised 7/19**

(A) As used in this section, "public official" means a person:

- (1) Who is a member of a governing body of a public agency; or
- (2) Whose tenure and compensation are fixed by law and who executes an oath.

(B) Executive sessions may be held only in the following instances:

- (1) Where authorized by federal or state statute.
- (2) For discussion of strategy with respect to any of the following:
  - (a) Collective bargaining.
  - (b) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
  - (c) The implementation of security systems.
  - (d) The purchase or lease of a real property transaction including: (i) a purchase; (ii) a lease as lessor; (iii) a lease as lessee; (iv) a transfer; (v) an exchange; or (vi) a sale; by the governing body up to the time a contract or option to purchase or lease is executed by the parties. This clause does not affect the town's duty to comply with any other statute that governs the conduct of the real property transaction, including but not limited to IC 36-1-10 or 36-1-11.
- (3) Interviews with industrial or commercial prospects or agents of industrial or commercial prospects by the Department of Commerce, the State Development Finance Authority, the Film Commission, or the State Business Modernization and Technology Corporation.
- (4) To receive information about and interview prospective employees.

- (5) With respect to any individual over whom the governing body has jurisdiction:
- (a) To receive information concerning the individual's alleged misconduct; and
  - (b) To discuss, before a determination, the individual's status as an employee, a student, or an independent contractor who is a physician.
- (6) For discussion of records classified as confidential by state or federal statute.
- (7) To discuss before a placement decision an individual student's abilities, past performance, behavior, and needs.
- (8) To discuss a job performance evaluation of individual employees. This subsection does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.
- (9) When considering the appointment of a public official, to do the following:
- (a) Develop a list of prospective appointees.
  - (b) Consider applications.
  - (c) Make one initial exclusion of prospective appointees from further consideration.
  - (d) Notwithstanding IC 5-14-3-4(b)(12), the town council may release and shall make available for inspection and copying in accordance with IC 5-14-3-3 identifying information concerning prospective appointees not initially excluded from further consideration. An initial exclusion of prospective appointees from further consideration may not reduce the number of prospective appointees to fewer than three unless there are fewer than three prospective appointees. Interviews of prospective appointees must be conducted at a meeting that is open to the public.
- (10) To train school board members with an outside consultant about the performance of the role of its members as public officials.
- (11) To prepare or score examinations used in issuing licenses, certificates, permits, or registrations under IC 15-5-1.1 or 25.

(C) A final action must be taken at a meeting open to the public.

(D) Public notice of executive sessions must state the subject matter by specific reference to the enumerated instance or instances for which executive sessions may be held under subsection (B) of this section. The requirements stated in HMC 2.05.090 and 2.05.100 for memoranda and minutes being made available to the public is modified as to executive sessions in that the memoranda and minutes must identify the subject matter considered by specific reference to the enumerated instance or instances for which public notice was given. The town council shall certify by a statement in the memoranda and minutes of the town council that no subject matter was discussed in the executive session other than the subject matter specified in the public notice.

(E) The town council may not conduct an executive session during a meeting, except as otherwise permitted by applicable statute. A meeting may not be recessed and reconvened with the intent of circumventing this section. (IC 5-14-1.5-6.1) [Ord. 1700 § 2, 2019. Code 2000 § 30.21].

## RULES of THE REDEVELOPMENT COMMISSION

### **Rule 1.15.01**

#### **Meetings of the redevelopment commission.**

(A) The types of meetings that may be convened by the redevelopment commission include regular plenary meetings, special meetings, executive sessions, adjourned meetings, and regular study sessions.

(1) What constitutes a meeting shall be governed by IC 5-14-1.5-2 and this rule.

(2) Plenary meetings shall be convened based upon an established standing day and time, at which matters are brought before the redevelopment commission either by its specific action or by an agenda assembled according to these rules, for its consideration and possible dispositive action. These meetings will be conducted with the customary formality associated with such meetings according to the prevailing law and the selected parliamentary authority. However, the redevelopment commission may employ at the beginning of each meeting a review period to consider the agenda and discuss matters that are necessary or desirable. When doing so, the commission may employ the same degree of informality and legislative conduct associated with study sessions. This review period ends when the redevelopment commission president calls the plenary meeting to regular order.

(3) Study sessions shall be distinguished from plenary meetings as they shall be conducted with less formality and with no votes or final actions of a dispositive nature unless provided otherwise by proper notice, pursuant to IC 5-14-1.5 et seq.

(4) Special meetings shall be convened at a different time and date from the regular plenary meetings or study sessions to consider and act upon only one or more items as set forth in the notice and call of the meeting.

(5) An adjourned meeting is a meeting convened as a continuation of a meeting which preceded it and at which the items of business were not able to be completed. The adjourned meeting shall take up at the point where the previous meeting ended, addressing the business remaining from the prior meeting and be confined only to those matters, unless special notice is provided under IC 5-14-1.5 et seq.

(6) An executive session is a meeting from which the public is barred from attending to record and observe and may only be convened according to the provisions and purposes set forth in IC 5-14-1.5-6.1.

(B) Except as otherwise provided herein, the redevelopment commission shall hold regular plenary meetings on the **third Monday of each month, which shall begin at 7:00 p.m.**

(C) Except as otherwise provided herein, the redevelopment commission shall hold study sessions on the **first Monday of each month, which shall begin at 7:00 p.m.**

(D) Redevelopment commission plenary meetings or study sessions may be canceled by a majority vote of the redevelopment commission or by direction of the redevelopment commission president.

(E) Redevelopment commission plenary meetings may be rescheduled by a two-thirds vote of the appointed members of the redevelopment commission.

(F) The redevelopment commission shall have the authority to hold such other meetings, as described in this section, as it may deem necessary or desirable provided such meetings be held pursuant to IC 5-14-1.5 et seq.

(G) The redevelopment commission, when necessary or desirable, shall hold executive sessions pursuant to IC 5-14-1.5-6.1 and HMC 2.05.070 only for the purposes authorized therein.

(H) The recording secretary shall memorialize the proceedings of all meetings pursuant to IC 5-14-1.5 et seq., and these rules. [Res. 2019-25 § 1, 2019].



## LAKE COUNTY BOARD OF ELECTIONS AND REGISTRATION

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John Petalas  
Lake County Auditor  
2293 N. Main St.  
Crown Point IN 46307

December 3, 2019

RE: Apportionment of Municipal General Costs

Dear John,

Attached, please find the CEB-35 Form, entitled Apportionment of Municipal General Election Costs, for each city and town from the recent Municipal General Election. We have calculated the apportionment for your office to certify to each entity, as required by law.

Each form has an attachment showing the breakdown of the General Election costs allocated to the individual fiscal body based on their percentage of the total votes cast at the General Election. Each entity's fiscal body shall make the necessary appropriation to reimburse Lake County no later than December 31, 2019, pursuant to I.C. 3-5-3-7.

Sincerely,

A handwritten signature in cursive script, appearing to read "Michelle R. Fajman".

Michelle R. Fajman,  
Director,  
Lake County Board of Elections and Registration

Cc: files

MRF/pjm



DIRECT EXPENSE CHARGEABLE TO CITY OR TOWN OF	HIGHLAND	# of abs	GENERAL 2019
Precinct Board			
line (1-5) Per Diem Inspector, Judges, Clerks, Sheriffs			\$ 17,070.00
line (6) Rental of Polling Places			\$ 600.00
line (12) Postage-Absentee Voters Ballots	\$1.21	64	\$ 77.44
line (18) Movers-voting machine/ADA	20 12 240 \$25	60	\$1,500 \$1,740
line (14) subtotal			\$ 19,487.44

OTHER EXPENSES ALLOCATED TO CITIES AND TOWNS IN PROPORTION TO TOTAL VOTES CAST AT THE 2019 MUNICIPAL PRIMARY ELECTION

Items Chargeable Only to Cities and Towns Not Identifiable to individual units:  
 Compensation Board of Election Commissioners and Assistants

line (20) a	Part Time Employees (41190)	\$7,100.75
line (17) a	Counter (41196)	\$2,105.00
line (17) a	Scanners (41196)	\$ 1,842.50
line (17) a	Travel Board (41196)	\$ 4,340.00
line (17) a	Satellite Workers (41196) (Incl in PT)	\$ 70,144.00
line (19) a	Supv OT only (41120)	\$ 8,220.89
line (19) a	FT Ofc & Clerical OT only (41160)	\$ 8,693.96
line (19) a	Mechanics OT-41180	\$ 20,263.14
line (19) a	Mechanics-41380	\$ 82,075.91
line (19) a	Phone Operators	\$ 200.00
line (27) Mileage a	Mechanics/Employee	\$ -
line (27) Mileage a	Mechanics/Employee (43235)	\$ 3,659.18
line (27) Mileage a	Couriers (43235)	
line (27) Mileage a	Travel Board	\$ 577.68
line (10) Advertising (43320)		\$ 3,179.66
line (18) **Hauling and Handling Equipment Election night delivery		\$ 29,010.00
line (27) ** Mechanics Nextel Phones/Verizon roaming phone		\$ 2,226.31
line (24) ** Election Support (44490) KNOWINK		\$ 10,176.31
line (21) ** Office Supplies (42110)		\$ 3,266.43
line (21) ** Other Supplies (42410)		\$ 2,686.53
line (21) ** Printing Supplies (43310)		\$ 32,861.37
line (27) ** voting machine repair/seals (42310)		\$ -
line (28) SUBTOTAL SECTION 2		\$ 292,629.62
line (29) Deduct County Share (1/4 x Line 28) from subsection 2B subtotal		\$ 73,157.41
line (30) Remainder-Subsection 2 total (subtract line 29 from line 28)		\$ 219,472.22
line (31) Total votes cast in all cities and towns in this year's municipal election		47518
line (32) Total Votes cast in this city or town in this year's municipal election		3749
line (33) Ratio to be apportioned (unit/Total) for City or Town		7.89%
line (34) Amount apportioned to unit (line 30 x 33)		\$ 17,315.57
line (35) Total amount due from applicable City or Town (Add lines 14 + 34)		\$ 36,803.01

DIRECT EXPENSE CHARGEABLE TO CITY OR TOWN OF	HOBART	# of abs	GENERAL 2019
Precinct Board			
line (1-5) Per Diem Inspector, Judges, Clerks, Sheriffs			\$ 18,350.00
line (6) Rental of Polling Places			\$ 1,500.00
line (12) Postage-Absentee Voters Ballots	\$1.21	55	\$ 66.55
line (18) Movers-voting machine/ADA	20 16 320 \$25	68 \$1,700	\$2,020
line (14) subtotal			\$ 21,936.55

OTHER EXPENSES ALLOCATED TO CITIES AND TOWNS IN PROPORTION TO TOTAL VOTES CAST  
AT THE 2019 MUNICIPAL PRIMARY ELECTION

Items Chargeable Only to Cities and Towns Not Identifiable to individual units:

Compensation Board of Election Commissioners and Assistants

line (20) a	Part Time Employees (41190)	\$7,100.75
line (17) a	Counter (41196)	\$2,105.00
line (17) a	Scanners (41196)	\$ 1,842.50
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line (19) a	Mechanics-41380	\$ 82,075.91
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line (21) ** Printing Supplies (43310)		\$ 32,861.37
line (27) ** voting machine repair/seals (42310)		\$ -
line (28) SUBTOTAL SECTION 2		\$ 292,629.62
line (29) Deduct County Share (1/4 x Line 28) from subsection 2B subtotal		\$ 73,157.41
line (30) Remainder-Subsection 2 total (subtract line 29 from line 28)		\$ 219,472.22
line (31) Total votes cast in all cities and towns in this year's municipal election		47518
line (32) Total Votes cast in this city or town in this year's municipal election		2892
line (33) Ratio to be apportioned (unit/Total) for City or Town		6.09%
line (34) Amount apportioned to unit (line 30 x 33)		\$ 13,357.33
line (35) Total amount due from applicable City or Town (Add lines 14 + 34)		\$ 35,293.88

General Election 2019

2019 General Election Costs - (\* If not paid, recaptured at JUNE 2020 SETTLEMENT)

Tax Unit #	Unit Name	COST	Amount Paid	Due* (Capture at Settlement)
14	Cedar Lake	14,333.47		
42	Crown Point	50,684.91		
34	Dyer	23,338.19		
24	East Chicago	26,646.34		
04	Gary	81,569.05		
06	Griffith	18,796.77		
23	Hammond	70,694.53		
26	Highland	36,803.01		
18	Hobart	35,293.88		
05	Lake Station	14,715.32		
08	Lowell	10,679.20		
27	Munster	40,324.79		
30	Merrillville	13,101.57		
22	New Chicago	3,211.64		
36	Schererville	43,324.80		
39	Schneider	1,278.29		
35	St. John	25,875.83		
47	Winfield	7,123.96		
		<b>517,795.55</b>		<b>\$</b>

COMPANY	TOWN Hall CT unit	Town Hall Upstairs	Police Dept Color	Police W/o Color	Public Works	Parks & Rec	Fire	TOTAL	Notes
2	RICOH	\$ 10,242.00	\$ 5,116.00	\$ 6,752.00 *	\$ 5,116.00	\$ 6,752.00	\$ 5,116.00	\$ 44,210.00	* Quoted 3 colors for police & public works I substituted
	RICOH BRAND	90 PPM/100 sheet stapler	50 PPM	60 PPM	50 PPM	50 PPM	50 PPM		
	Option 2000 paper supply	\$ 688.00							
	High Volume Booklet Finisher	\$ 1,271.00							
	C/Z Volume Folder	\$ -							

THIS WHAT WE PURCHASED THREE YEARS AGO

PURCHASE WILL COME FROM INFORMATION COMMUNICATIONS TECHNOLOGY FUND

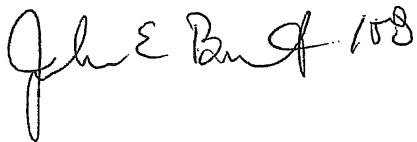
Chief Hojnicky,

Attached is the Memorandum of Understanding for Use of the Highland Animal Control Facility between Highland PD and Munster PD. Munster Chief Scheckel has already signed this and it was approved by his Town Council. The only change from our past agreement from 2019 to this new one for 2020 is the addition of a stipend of \$500 per quarter (paid bi-annually). These monies will be used for any improvements/maintenance on the facility and may be used to create a reserve to be used for any situations (i.e. replace the air conditioner, replace a heater, replace a water heater, replace the roof) that may come up over time. Munster Chief Scheckel agreed this was more than fair for allowing them the use of this facility, as they do not have a facility of their own in Munster.

I am asking that this agreement be forwarded first to the Police Commission and then if approved, it be moved forward to the Town Council.

Respectfully submitted,

Commander John Banasiak #158

A handwritten signature in black ink that reads "John E. Banasiak #158". The signature is written in a cursive style with a large initial "J" and "B".

MEMORANDUM OF UNDERSTANDING  
USE OF HIGHLAND ANIMAL CONTROL FACILITY

This Memorandum of Understanding (MOU) is entered into by the Highland Police Department and the Munster Police Department for the purpose of housing dogs and cats in the Highland Animal Control Facility.

**Purpose:**

The purpose of this Memorandum of Understanding is to outline the use of the Highland Animal Control Facility by the Munster Police Department.

**Operational Guidelines:**

The Highland Animal Control Facility is operated by the Highland Police Department. The housing of dogs and cats by the Munster Police Department will be accommodated when there is sufficient space in the facility. Employees of the Munster Police Department will first call the Support Services office at the Highland Police Department to confirm there is space available to lodge the animals in the facility. Upon receiving confirmation that there is available space, the employee from the Munster Police department will provide the Munster Police Department case number to the Support Services employee. The Munster Police Department employee will then lodge the animal in the facility and will provide said animal with proper water and food and secure the door to the kennel or cage. It will then be the responsibility of an employee of the Munster Police Department to make sure the lodged animal is watered and fed. The animal will not be lodged for more than 24 hours unless there are exigent circumstances. The Munster Police Department employee will be responsible to immediately notify the employee working in the Highland Police Department Support Services office when the animal is released from the facility. Upon releasing the animal from the facility, the Munster Police Department employee will make sure that the kennel or cage that was used is clean. Food for the animals will be provided by the Highland Police Department. Should the animal require any type of medical care or euthanasia, those arrangements and expenses will be the responsibility of the Munster Police Department.

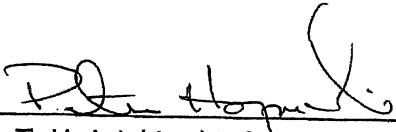
**Fees:**

The Munster Police Department will be allotted the lodging of three (3) animals per month free of charge. After three (3), the assessed fee per lodged animal will be twenty five dollars (\$25) per day. The Highland Police Department will invoice the Munster Police Department bi-annually with the monies being deposited in the General Fund/Quarantine Line. In addition to the \$25 daily fee, any special services provided by our agency, such as transportation to a shelter by our Animal Control Officer, will be billed accordingly at the rate of \$25 per event.

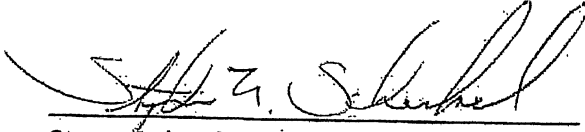
Additionally, a stipend of \$500 per quarter (payable bi-annually) will be invoiced to the Munster Police Department. This fee encompasses compensation for time spent by the Highland Animal Warden assisting Munster PD with the placement of animals utilizing his network of rescues, time spent for cleaning and maintenance of the facility, costs for repairs, utilities, and improvements to the facility, and for time spent by our Support Services staff that make case reports, logs the animals in our record keeping system and handles phone calls regarding people inquiring about lost/found pets in Munster.

**TERMS OF MEMORANDUM OF UNDERSTANDING:**

The terms of this agreement shall be in effect from the date of signing, and may be amended at any time.

  
\_\_\_\_\_  
Peter T. Hojnicky, Chief  
Highland Police Department

Date: 1-28-20

  
\_\_\_\_\_  
Steve Scheckel, Chief  
Munster Police Department

Date: 12/23/2017

TOWN OF HIGHLAND  
BOARD OF WORKS  
ORDER OF THE WORKS BOARD NO. 2019-03

AN ORDER APPROVING AND AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF HIGHLAND, THROUGH ITS POLICE DEPARTMENT AND THE TOWN OF MUNSTER, THROUGH ITS POLICE DEPARTMENT, REGARDING USE OF HIGHLAND'S ANIMAL CONTROL FACILITIES BY THE TOWN OF MUNSTER POLICE DEPARTMENT FOR HOUSING OF ANIMALS.

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), been Advised that the Town Board of Metropolitan Police Commissioners has recommended approval of a memorandum of Understanding to support the use by the Town of Munster Police Department of the Town of Highland Police Department's Animal Control Facility;

Whereas, The Operation and Maintenance of an Animal Care Facility and enforcement of humane law and animal control ordinances are powers expressly conferred under IC 36-8-2-6;

Whereas, The authority to contract or approve a memorandum of understanding between and by the Town of Highland Police Department and Town of Munster Police Department, is reposed in the Town Council, pursuant to IC 36-1-4 et seq. and IC 36-8-9 et seq.;

Whereas, That memorandum of Understanding to support the use by the Town of Munster Police Department of the Town of Highland Police Department's Animal Control Facility has been prepared and presented to the Town Council following its review and recommendation for approval by the Town Board of Metropolitan Police Commissioners;

Whereas, The Town of Highland, through its Town Council acting as the Works Board, now desires to accept and approve the memorandum of Understanding to support the use by the Town of Munster Police Department of the Town of Highland Police Department's Animal Control Facility as herein described,

Now Therefore Be it hereby ordered and resolved by the Town Council, acting as the Works Board of the Town of Highland, Lake County, Indiana:

**Section 1.** That the memorandum of Understanding (MOU) to support the use by the Town of Munster Police Department of the Town of Highland Police Department's Animal Control Facility presented to the Town Council following its review and recommendation for approval by the Town Board of Metropolitan Police Commissioners is hereby approved, adopted, and ratified in each and every respect;



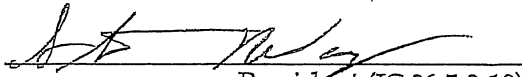
Section 2. That the terms and fees for services set forth under the MOU for lodging animals by the Town of Munster Police Department above three (3) animals of twenty five dollars (\$25) per day per animal lodged are found to be *reasonable and not greater than that reasonably related to reasonable and just rates and charges for service;*

Section 3. That the Police Chief of the Town of Highland Police Department is hereby authorized to execute the memorandum of understanding, once signed by the Police Chief of the Town of Munster Police Department, one original of the MOU be filed with the Clerk-Treasurer.

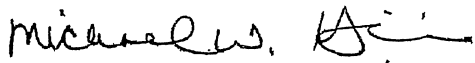
Be it so Ordered.

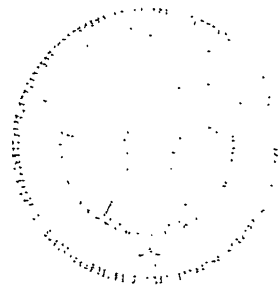
DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 14<sup>th</sup> day of January 2019 having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

  
\_\_\_\_\_  
President (IC 36-5-2-10)

Attest:

  
\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)



## POLICY FORMATION TEMPLATE

**Date:** Monday, January 20, 2020

**Re:** Honorific Banners

These series of questions are designed to assist the Town Council in formulating a formal policy (ordinance) regarding the display of honorific semaphores and banners on public light posts.

Note: There would need to be language that formally exempts this activity from the prohibition in our code regarding signs or displays on public property. *(These have ever been enforced against the town, but should be reconciled.)*

*Background details to be worked out by staff:*

- Banner specifications, dimensions and materials.
- Census of display points – how many places are there for banners in the following areas:

### Area 1

The section of Jewett Street with its eastern terminus at fifth street and its western terminus at Kennedy Avenue. Number of banner spaces: \_\_\_\_\_

### Area 2

The section of Highway Avenue with its eastern terminus at fifth street and its western terminus at ~~Kennedy Avenue~~ at First Street. Number of banner spaces: \_\_\_\_\_

### Area 3

The section of Kennedy Avenue with its northern terminus at Condit Avenue and its Southern terminus at Forty-fifth Street. Number of banner spaces: **70**

### **Questions:**

- Shall Highland provide a formal service of allowing and erecting honorific displays on its light poles equipped for banner display? *( I think this is yes but it is a basic step) Is this tied to a legitimate public function? Yes again, as it is tied to the definitions of Economic Development in IC 36-7-2 et seq., the general cultural powers outlined in CI 36-10 et seq., and Home Rule IC 36-1-3 et seq.*
- Who or what groups are permitted? *(Commercial, non-commercial) Keep in mind, the Redevelopment Department has already a program allowing commercial display consistent with the branding theme for the downtown; there is an informal program for non-commercial display for highland seniors*
- Will there be a requirement to apply? If so, how much lead time for the application to the desired date of display? Will it be each year or will some applications be allowed to be recurrent or standing applications?
- What will the duration of the authorized display be?

- Will there be an allocation of display types i.e. what percentage of the display points will be commercial and what shall be non-commercial? Will the allocation apply to each area or will it be area wide?
- To the extent that it is not barred by US Constitution, what purposes (not content per se) will be permitted as evidenced in the banner displayed?
- Will Town wide, sponsored events be reserved like all applicants or will there be a special priority or reservation for these? (*Independence Day and Christmas are special display days presently*)
- What department or departments shall be assigned the administrative responsibility for executing the eventual policy?
- Will there be any fees associated with applying or displaying other than the one established by the Redevelopment Commission for the commercial banners?



## CITY OF DOUGLAS POLE BANNER POLICY

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TITLE: DISPLAY OF BANNERS ON STREET LIGHT POLES FOR COMMUNITY EVENTS, AWARENESS PURPOSES, CLUBS & ORGANIZATIONS, BUSINESS, INDUSTRY, EDUCATION AND HEALTHCARE AFFILIATES

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**PURPOSE:** The Historic Commercial and Main Street District of Douglas is the focal point for many Community Events and Awareness Initiatives held throughout the year, which help promote the City and offer a variety of entertainment and activities for the community. Most of the Community Events and Awareness Initiatives are coordinated by local civic and community service organizations, with the support and cooperation of the City of Douglas and the Douglas business community. The City of Douglas wants to continue its support and cooperation, and expand the services provided, by offering the possible display of banners in the downtown area promoting these Community Events and Awareness Initiatives, and secondarily to identify the respective sponsors.

### **DESCRIPTION**

The City of Douglas will install and remove banners for approved Community Events and Awareness Initiatives on the City owned decorative lamp posts in the Main Street District, on a "first come – first served" basis. Banners are to be provided by and maintained by the event/awareness organizer and/or chairperson. Banners will be installed by the City on or about the first day of the month 30 days preceding the scheduled event (e.g. if an event is scheduled for March 15, a banner can be installed on or about February 15.) Banners will be removed by the City on or about the first day of the month following the Community Event or Awareness Initiative.

### **PARTICIPATION**

Participation and placement of banners is limited to Community Events and Awareness Initiatives that have been recognized and approved by the City of Douglas to be held in the Main Street District of Douglas. Banners for events to be held outside of the Main Street District may be considered by the Mayor and City Commission. Banners may not be displayed that include typical advertisement themes (such as but not limited to, "Sale", "Open for Business", "Grand Opening", etc.).

### **DESIGN OF BANNERS**

Banners should be designed to reflect the unique nature of each Community Event or Awareness Initiative and to promote the purpose and benefits to the community. The design and text of the banner cannot include any corporate advertisements, other than the approved Community Event or Awareness Initiative corporate sponsor(s). The City encourages unique designs and bright

colors that can add to the overall appearance of the downtown area. The City of Douglas Mayor and City Commission shall have the right of final approval for the design of any banner to be installed under this policy. Such identification shall be restricted to the bottom 20% or less of the banner and can include only the name and/or logo of the corporate sponsor.

Specifications: The banner size must meet the following specifications. If there are any questions, please contact the Main Street office PRIOR to ordering banners.

- Banners must be 18 inches in width and 36 inches in length (18" x 36").
- 2 rod pockets are required; 1 at the top and 1 at the bottom.
- Rod pockets opening must be 3" from fold to closest stitch.
- Rod pockets must be double stitched with a 1.5" hem at the top rod pocket and a 1.5" hem at the bottom of the rod pocket.
- Banners can be vinyl or fabric.
- Banners are to be double-sided and identical on both sides.

Placement: The City has approximately 60 decorative lamp posts where banners can be installed. The City reserves the right to limit the number of banners used for any Community Event or Awareness Initiative. The minimum amount of banners that can be displayed is 15 and the maximum amount is 60, pending on approval from the Mayor and City Commission. Suggested quantity of banners upon ordering would be 15, 30, and 60. The City reserves the right to adjust the actual location site if other banners are currently installed. Anyone requesting installation at a specific location(s) should indicate both a first choice and also a second choice for the placement of their banner(s).

Fees: The fee for use of city poles is \$10 per pole for new banner and \$5 per pole for existing design/banner, which covers installation and removal of new and existing banners. Applicants are responsible for all costs related to the design, production, and delivery. Applicants are responsible for maintenance and storage of banners prior to and after installation. At the aforementioned cost, banners will be displayed for four weeks prior to the event or for 30 days during specific Awareness Initiatives. A \$100 deposit is required to hold space once applicant is approved. Additional weeks may be available for an additional fee, depending on availability. All fees must be paid in full to the City of Douglas Main Street two weeks prior to installation.

Request for Participation: Requests for participation in this service offered by the City shall be submitted to the Department of Public Information. Requests may be submitted using the attached form/application or submitted in writing to the City.

Application Timeline:

- One year maximum and 6 months minimum prior to event or awareness date, application and banner design proposal must be submitted to the City of Douglas Main Street office.
- The Public Information Director or representative will then present the application and design before the Mayor and City Commission at a scheduled City Commission meeting.
- Thirty (30) days following the submission of application and design, City of Douglas Main Street Coordinator will contact the applicant with approval, rejection, or amendments to the application.
- Six (6) weeks prior to event or awareness date, applicant produces banners according to design specifications and delivers banners to the Main Street office.
- Two (2) weeks prior to banners being installed the balance of the fees are to be paid.

- Four (4) weeks before event, banners installed.
- Within one (1) to three (3) days banners are taken down and delivered back to Main Street office.
- Pick up and storage of banners after removal is required by the applicant. No banners will be stored at the Main Street office longer than five (5) business days.

**PRIOR APPROVAL FOR THE DESIGN AND INSTALLATION  
OF BANNERS IS REQUIRED FROM THE CITY OF  
DOUGLAS. DO NOT ORDER ANY BANNERS WITHOUT  
FIRST OBTAINING CITY APPROVAL.**

**APPLICATION FOR DISPLAY OF BANNERS  
FOR COMMUNITY EVENTS OR AWARENESS INITIATIVE**

The following request is made for the following organization to provide banners to then be installed and removed by the City on decorative lamp posts in the Main Street District of downtown Douglas.

**NAME OF COMMUNITY EVENT:** \_\_\_\_\_

**NAME OF AWARENESS INITIATIVE:** \_\_\_\_\_

**REQUESTED NUMBER OF BANNERS TO BE DISPLAYED:** \_\_\_\_\_

**REQUESTED DATES OF BANNER DISPLAY:** \_\_\_\_\_

**BANNER DESIGN:** Attach art work, photo, banner material (fabric or vinyl) or sample of proposed banners

**PREFERRED LOCATIONS:** Please list preference location for placement of the banners (e.g. one banner per intersection, 2 banners per intersection, all banners to be displayed along Peterson or Madison Avenue, etc.) If no preference is indicated, the City shall select the locations for the placement of the banners.

**PREFERRED LOCATION #1:** \_\_\_\_\_

**PREFERRED LOCATION #2:** \_\_\_\_\_

**ORGANIZER CONTACT INFORMATION:**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

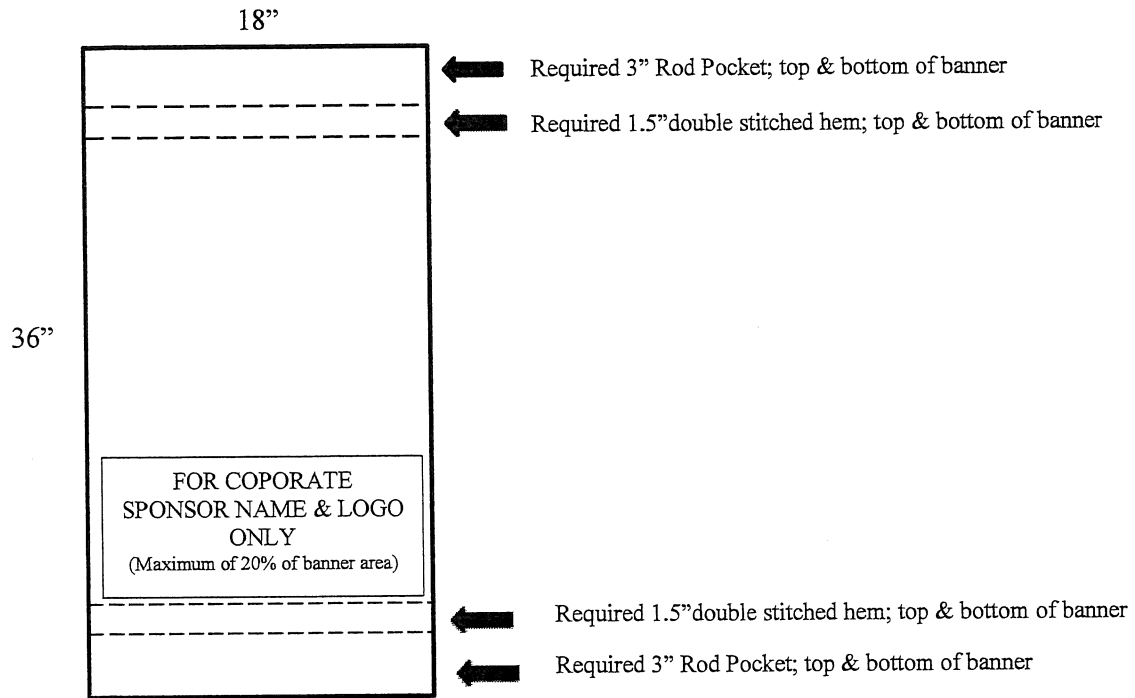
EMAIL ADDRESS: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

ORGANIZER SIGNATURE: \_\_\_\_\_

Applications can be submitted at the Public Information Department, located at 211 S. Gaskin Avenue, Douglas, Georgia, 31533.

# Banner Sample and Specifications







**CITY OF ASPEN  
LIGHT POLE and/or FLAG BANNER POLICY**

The City of Aspen provides space to hang banners and flags on the Main Street and in the downtown core on Light Posts with the intent of celebrating significant anniversaries of local non-profit organizations beginning at the 10<sup>th</sup> year anniversary and for prominent local, regional, national, and international events. Banner and flag applicants shall be handled on a first come, first serve basis. Applicants may be asked to alternate light posts with other organizations. The City reserves the right to prioritize City sponsored events over other applicants.

The City Manager's office will facilitate the hanging of banners and flags on light posts in accordance with Municipal Code 26.510.030 (B)(3), which states "any such temporary sign which extends over or onto a public right-of-way shall be erected and maintained in such a manner as to not interfere with or obstruct access, activity, or vision along any such public right-of-way and shall be subject to the written approval of the City Manager."

Applicants are required to submit an application to the City Manager's office showing the dimensions, design and colors of the proposed banners or flags at least three (3) months prior to the event.

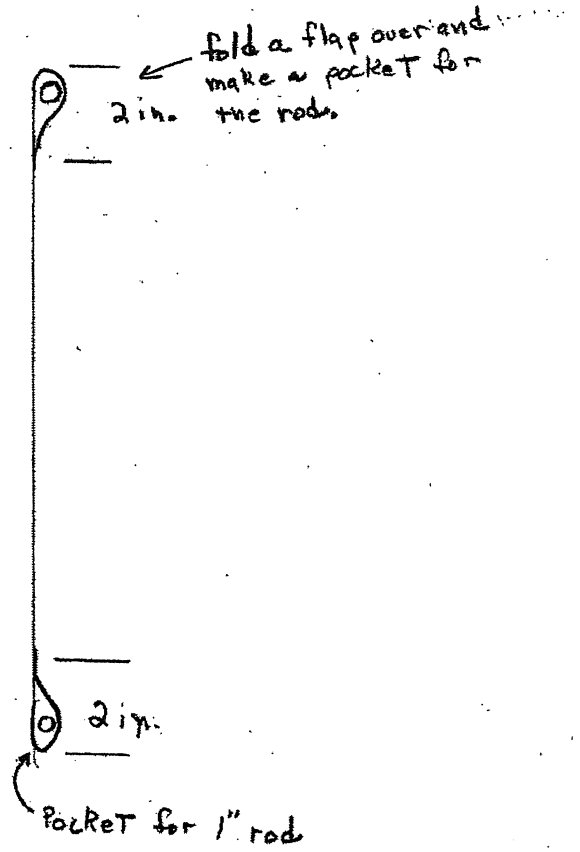
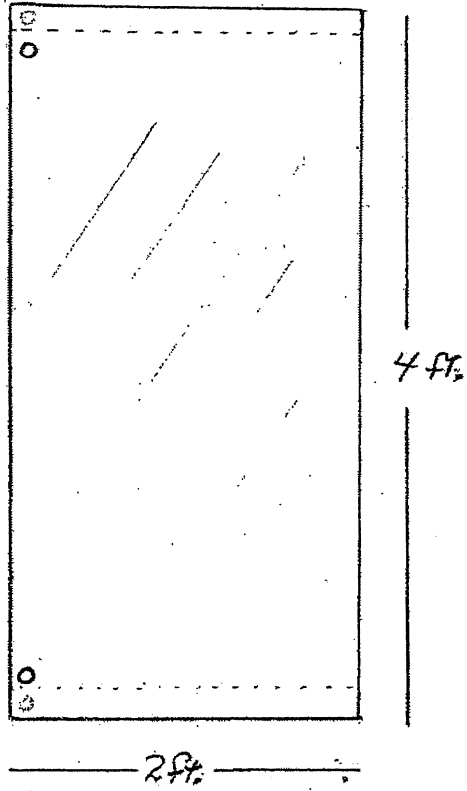
The following criteria and procedures shall apply to all requests for banner and flag placement on light posts:

1. The applicant shall be required to submit an application to the City Manager's office showing the dimensions, design and colors of the proposed banners or flags at least three (3) months prior to the event.
2. Commercial advertising may not take up more than 30% of the total banner and/or flag area.
3. Political advertising on or located in the public right-of-way on public property (even by a non-profit organization) is prohibited per the Aspen Municipal Code 26.510.120 © (3)(b)(2).
4. All proposed banners should meet the City's specifications for size, mounting and material. Banners shall be 2' in width by 4' in height to be compatible with the mounting system on the light posts. Flags must be mounted on a pole that is 6' long and 1" in diameter. Banners and flags must be made of nylon, plastic or similar durable material. Paper is not allowed.
5. An installation fee of \$17 per flag and/or banner shall be charged. There are a total of thirty (30) light posts on Main Street and in the downtown core with brackets for mounting banners and flags.

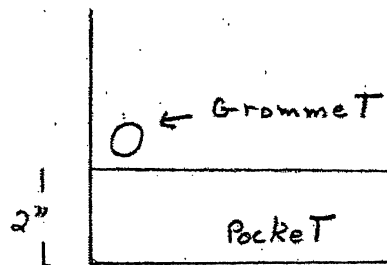
6. The display of banners and flags on the Main Street light posts shall not exceed fourteen (14) days or the duration of the event, whichever is less. Banner and flag approvals are not guaranteed and will only be hung upon availability of the Electric and/or Parks Department staff. The length of time that a banner is to be hung is not guaranteed, and may be shortened at the discretion of the City.
7. Banners shall be delivered to the Electric Department at 219 Puppy Smith Street on Fridays at least two weeks prior to their installation. Flags shall be delivered to the Parks Department at 585 Cemetery Lane two (2) weeks prior to the event.
8. A late fee of \$100 will be imposed if banners/flags are not delivered on time. Late banners and flags will be hung based on availability of City of Aspen staff.
9. Banners and flags must be picked up within three (3) days after the display period. The City of Aspen assumes no responsibility for and may discard banners left over 3 days.

# Pole Banner

Single or Double sided



O = Grommet





**PLEASE READ – Beginning in 2015**

Due to multiple complaints, City Council has directed staff to review the qualifications for hanging banners and flags in town and along Main Street. After completing the review, we discovered there were many applications approved that did not meet the criteria. We will carefully review all applications submitted from now on to ensure compliance. The application review process may take up to two weeks to complete. After staff review, it will go to the City Manager or Assistant City Manager(s) for final review.

To be eligible, the Code states “Banners hung from the Main Street light posts shall be permitted for anniversaries of local nonprofit organizations beginning at the organization's tenth (10th) year and for events that are considered relevant to a large segment of the local community (e.g. Food & Wine or Pro Challenge Bike Race). The United States, Colorado, Aspen or foreign country flags shall be permitted at the discretion of the City Manager.” We define significant anniversaries to be every 5<sup>th</sup> year after the 10<sup>th</sup> anniversary.

Duration for the banner/flags to hang is “fourteen (14) days or the duration of the event, whichever is less.” An approved application does not mean the banners/flags will hang for 14 days.

Light Pole Banners must be delivered to the Electric department two weeks prior to the scheduled hang date.

Light Pole Flags must be delivered to the Parks department two weeks before the scheduled hang date.

Applications must be submitted 3 months in advance in order to be considered.

