

**Enrolled Memorandum of the Meeting
Study Session/Meeting Convened Electronically/ In person
Twenty-Ninth Town Council of Highland
Monday, November 16, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met *electronically* in a study session on **Monday, November 16, 2020** at 6:31 O'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.*

**Special note:* This meeting was convened allowing members of the Town Council to participate electronically without being physically present, to be counted in the quorum and able to simultaneously listen and respond to matters taken up in the meeting, all pursuant to Governor Holcomb's Executive Orders 20-04 and 20-09 extended by Executive Order No. 20-47 allowing meetings to be convened pursuant to IC 5-14-1.5-3.6 for the duration of the Corona Virus COVID 19 emergency. All members of the Town Council except Councilor Bernie Zemen and Councilor Thomas Black were in the plenary meeting room of the Highland Municipal Building, with the Clerk-Treasurer participating as well. Councilor Zemen and Councilor Black participated remotely. The electronic platform also allowed the public to be in the room or observe and participate from on-line access.

The meeting was streamed live on the Town of Highland, Indiana Facebook page and participation was supported by the Zoom on-line communication platform.

Silent Roll Call: Councilors Mark Herak, Mark J. Schocke, and Roger Sheeman were present as indicated. Councilor Bernie Zemen and Councilor Thomas Black were present via the Zoom platform and participated in real time, remotely. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings (electronically). A quorum was attained.

Officials Present: John P. Reed, Town Attorney; Kathy DeGuilio-Fox, Redevelopment Director; and William Timmer, CFOD, Fire Chief, were also present, all participating electronically; Peter Hojnicky, Police Chief was participating in person.

Additional Officials Present: Larry Kondrat and Ed Dabrowski, IT Consultant (Contract) and Board of Waterworks Directors; all in person, were present.

General Substance of Matters Discussed.

- 1. Discussion:** *Consider the implications of the New Indiana Governor Executive Order 20-48, which abandons the stages and employs a new color coded scheme.* The Town Council discussed the new regime for managing the pandemic owing to the COVID 19 virus as promulgated by Indiana Governor Holcomb. The new system was briefly discussed. It was noted that there were four levels of monitoring. The color system would be guided data compiled by State and County Health Departments, on a county by county basis.

The four (4) levels of the monitoring system are as follows:

- Blue Zone:* Community spread is low and a county has a point score of 0.5 or below;
- Yellow Zone:* Community spread is moderate and a county has a point score of 1.0 or 1.5;
- Orange Zone:* Community spread is approaching high levels and a county has a point score of 2.0 or 2.5; and
- Red Zone:* Community spread is high and a county has a point score of 3.0 or higher.

The Town Council also discussed the directives and the impact on certain public events planned by the Town through its Community Events Commission or by the Parks and Recreation Department. Event directives under the new system follow:

Event Directives:

The size of an event, without any approval required, is limited to a county's color-coded metric, as follows:

- Counties designated as Blue may have up to a total of 250 individuals present.
- Counties designated as Yellow may have up to a total of 100 individuals present.
- Counties designated as Orange may have up to a total of 50 individuals present.
- Counties designated as Red may have up to a total of 25 individuals present.

The discussion included a belief that Lake County's designation as "red zone" was imminent. The Town Council noted that the Park and Recreation Board could determine its response to such a designation its impact on programing and its buildings and grounds.

The Town Council noted that under the previous Staging Regime, the Parks and Recreation Department had filed its COVID Protection plan and received permission by the Lake County Health Department to conduct the Pumpkin Plod annual running race conducted on Thanksgiving Day. The Town Council discussed that this might be now in doubt under the new schedule for managing assemblies in the pandemic set out in Indiana Governor's Order 20-48.

The Town Council discussed whether there should be a return to the protocols observed before the current gradual opening plan for the Town Hall. This discussion included whether to implement the split shift for the Office of the Clerk-Treasurer and other departments in order to maintain worker safety and protect continuity of essential governmental services.

A colloquy between and among the Town Attorney and the Town Councilors explored the extent of the authority of the Town to limit hours of restaurants, bars and other public gathering places.

The Town Council discussed whether it should direct that all boards and commissions resume using the Zoom platform in consequence of the likely change in Lake County's status owing to increasing positive cases of the virus.

2. **Discussion:** *Review and Discuss the forthcoming appointments for 2021.* The Town Council acknowledged the receipt of the memorandum reporting the expiring terms for appointees on boards and commissions of the Town and the appointments due. It was noted that a matrix reporting on the appointing authority for the various boards and commissions was also provided.

The Clerk-Treasurer reported that he was in receipt of an application from John Beebe for consideration for the Town Board of Metropolitan Police Commissioners.. Further the Clerk-Treasurer reported that he was in receipt of a letter from Rich Garcia reporting his interest in being reappointed to the Board of Sanitary Commissioners.

The Town Clerk-Treasurer further indicated that he would transmit these to the members of the Town Council by electronic mail.

3. **Discussion:** *Status and process regarding the Federal reimbursements for which the town was eligible under the CARES ACTs as Administered by the State of Indiana: Filing the Certificate of Acceptance.*

The Town Council President communicated an electronic communication from Jim Seuss, Manager of Intergovernmental Affairs in the Office of Gov. Eric Holcomb. It was noted that the Town still required a Certificate of Acceptance to be filed with the Indiana Finance Authority to indicate the Town's interest in its allocation of CARES ACT Money.

The Clerk-Treasurer had the form and readied it for signature by the Town Council President as required. It was noted that once notarized, it would be filed with the Indiana Finance Authority as indicated. The Town of Highland has been allocated \$726,156 of CARES ACT reimbursement grant proceeds subject to filing the proper request for reimbursement for eligible expenses related to the COVID pandemic.

4. **Discussion:** *Considering whether the Town Holiday Lighting Ceremony and Holiday Parade should be Cancelled.*

The Town Council discussed the whether the Tree lighting and the Holiday Parade would need to be cancelled. If Lake County suddenly enters the Red Zone, the group limitation of 25 would make the event difficult to conduct and comply with the associated restrictions. There was some discussion about how to preserve perhaps the traditional New Year's Fire Works display or somehow welcome Santa and issue candy.

There being no further business necessary or desired to be discussed by the Town Council, the *electronically convened* regular study session of the Town Council of **Monday, November 16, 2020**, was adjourned by the Town Council President, at 7:25 O'clock p.m.

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