

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

This meeting will be convened as a Hybrid in person and electronic meeting.

Topic: Town of Highland, IN - Town Council Study Session
Time: Jun 5, 2023 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

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Meeting ID: 875 6051 2971

Passcode: 866661

One tap mobile

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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.

Find your local number: <https://us06web.zoom.us/j/kbtNYN11c0>

This meeting contributes to Agenda building for the plenary meeting. Please, also be aware of the running enrolled list of matters that are likely for the plenary meeting, subject to review by the municipal executive. By practice and local ordinance, study sessions are distinguished from plenary (regular business) meetings of the Town Council "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." (Confer HMC Section 2.05.130(3))

x. Discussion: Appointments.

• Statutory Boards and Commissions

Executive Appointments (May be made in meeting or at another time)

Regional Statutory Commissions or Boards

- 1. Economic Development Commission.** (1) Appointment to be made by the municipal executive, but requiring nomination from the Town Council. Term ends just before February 1st. (*Currently vacant*)
 - a.** Nomination by the Town Council. (*The council would pass a motion to nominate.*)
 - b.** Appointment by executive. (*If nominee is acceptable, the Town Council President may appoint.*)

Home Rule Boards and Commissions

- 2. Community Events Commission** *Multi-Year position: (1) appointment to be made by the Town Council President. Term: 4 years.*
Currently Serving: Jacqui Herrera, Sandy McKnight
- 3. • Tree Board:** (1) appointments, to be made by the municipal executive, but requiring nomination from the Town Council. (*Position currently held by Natalie Stromberg.*)
 - a.** Nomination by the Town Council. (*The council would pass a motion to nominate.*)
 - b.** Appointment by executive. (*If nominee is acceptable, the Town Council President may*

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appoint)

4. **Municipal Plan Commission** (1) (vacancy) appointment to be made by Town Council President. *(Note: Unexpired term of Hunter Balczo, Esq., (D), term ending 1st Monday January 2025) No more than two of any party. Current composition is 2 Republicans, 2 Democrats.*

Legislative Appointments

Regional Statutory Commissions or Boards

Home Rule Commissions

1. **Main Street Bureau Board:** (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2023. *There are currently 9 of the 17 in place and serving. Currently serving are Teri Yovkovich, Rhonda Bloch, Alex Robertson, Renee Reinhart, Diane Barr-Roumbus, James Roumbus, Sandy McKnight, Al Simmons and Ben Reinhart..*
3. **Community Events Commission** *Multi-year positions:* (4) appointment to be made by the Town Council. **Term: 4 years.** *(Note: Currently vacant)*

Single year positions: (1) appointments to be made by the Town Council. **Term: 1 year.** *(Note: Currently serving, Jack Rowe, Carol Parker, Linda Carter, Rachael Carter, Maria Armagast, Michelle Coon and Erica Fizer Katsepas)*

x. **Discussion:** A Joint Resolution of the Board of Works, the Water Works Board of Directors and the Board of Sanitary Commissioners accepting and approving a proposal from NIES Engineering, Inc. for Professional Construction Engineering Services for the Parkway Drive Improvement Project in the Total Amount Not-to Exceed \$110,000.

x. **Discussion:** Cash Handling Protocol. In order to provide for the secure handling of cash receipts consistent with various provisions of the uniform compliance guidelines established by the Indiana State Board of Accounts, generally accepted accounting principles, including good internal controls, the Office of the Clerk-Treasurer amends protocol for cash handling for the annual Independence Day and Fall Events. The amendments are necessary owing to the hours of operation and the outdoor nature of the event and pertains to but not limited to the Carnival Rides and Beer Garden Ticket Booths. (no action necessary on the part of the Council)

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x. Discussion: Presentation from Michelle Velez on Event Planning for the Town of Highland.

x. Discussion: Controlled Event Permit which passed at the May 22nd meeting, contained the provision: those businesses serving alcohol which will be carried out, need to name the Town of Highland as an additional insured on their liability insurance policy. That was the recommendation of the Town's insurance carry. Several businesses called to question that provision stating they have a 210 permit and the carry out license provision versus a 210-1 (cannot sell alcohol to go), so why do they need to name the Town as an additional insured. Per excise, as long as the business has a permit to carry out provision, patrons can take alcohol out of the business as long as it remains in the original factory container. For example, a business cannot pour a mixed drink or wine into a glass and the person walk outside to the Restaurant Crawl. Also, once a person leaves a business with alcohol in the original factory container, they cannot walk into another business with it. Also, all temporary carry out licenses issued during Covid are null and void. Those businesses that only have a 210-1 permit with no provisions to carry out, their patrons, regardless if the alcohol is in the original factory container cannot take it outside to the Restaurant Crawl. Per Tom Brown, the Town of Highland has limited liability but the reason for the provision is in the case a person twists their ankle or falls and hits their head and files a suit against the Town, was the cause of the fall because of an uneven street, sidewalk or pot hole or was the cause that they had been consuming alcohol at the Restaurant Crawl. It was asked by several businesses to clarify and remove the provision. However, if a restaurant is participating (allowing customers to carry out alcohol from their establishment) they must show proof of a 210-1 permit with the provision to carry out, otherwise they cannot carry alcohol outside of their restaurant.

x. Discussion: Redevelopment would like to pursue the Safe Streets grant. SEH was selected to prepare the grant if the decision was to move forward at a cost \$9,000 which would require an additional appropriation. The money does exist.

x. Discussion: 2023 Annual Report – Overlapping Taxing Units

x. Discussion: Public Works Director Mark Knesek is requesting \$250,000 from various allocation to change out the mast heads to LED. The poles and arms will not be changed. The pay back would be 7 years. (Kennedy – Highland Redevelopment (Downtown) Allocation Area, Ridge Road -Highland Redevelopment (Downtown) Allocation Area & Highland Commercial Corridor, Cline, 45th,- Highland Commercial Corridor.

• Plenary Business Meeting of Monday June 12, 2023

- Minutes of the Meeting of Monday, May 22, 2023.
Works Board Order 2023-17: A Joint Resolution of the Board of Works, the Water Works Board of Directors and the Board of Sanitary Commissioners accepting and approving a proposal from NIES Engineering, Inc. for Professional Construction Engineering Services for the Parkway Drive Improvement Project in the Total Amount Not-to Exceed \$110,000.
- Ordinance regarding use of the barricades for non-profits
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- Payroll Docket for the payday of May 19, 2023

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