

**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 an in person meeting.**

Topic: Town of Highland, IN - Town Council Study Session

Time: Nov 20, 2023 06:30 PM Central Time (US and Canada)

*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 1<sup>st</sup>. (*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.*)

(1) Appointment to be made by the municipal executive. (*Currently vacant*)

**Home Rule Boards and Commissions**

**2. Community Events Commission** *Multi-Year position:* (1) appointment to be made by the

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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 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 1<sup>st</sup> Monday January 2025) No more than two of any party. Current composition is 2 Republicans, 2 Democrats.*
5. **Redevelopment Commission:** (1) appointment to be made by Town Council President. *(Note: vacancy created by the resignation of Bill Leep – term expires 1<sup>st</sup> Monday in 2024)*

#### ***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 11 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, Ben Reinhart, Sandy Ray and Kathy Smailis..*
2. **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 )*

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3. **Economic Development Commission.** (1) Appointment to be made by the municipal executive, but requiring nomination from the Town Council. Term ends just before February 1<sup>st</sup>. (*Currently held by John Bach*) This term does not expire until February 1, 2025.)
  - 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.*)
  
- x. **Discussion:** *Review the Sense of the Council Resolution Denouncing all Demonstrations of Hate.*
  
- x. **Discussion:** *Review the Highland/Griffith Ambulance contract with Superior.*
  
- x. **Discussion:** *Review 2024 Salary Ordinance*
  
- x. **Discussion:** *December 25<sup>th</sup> Meeting – reschedule*
  
- x. **Discussion:** Revisit the Town’s policy regarding municipal employees and their compensation as well as the current sufficiency of existing policies for paid time off and care for workers who may test positively for the virus, those who have tested positively and dealing with (full-time) worker who is not symptomatic but has been possibly exposed. It is desirable to have the worker quarantine outside the workplace. A provision in the Compensation and Benefits Ordinance commonly called the Employee Handbook provides for an administrative leave of 10 days that is renewable (Confer Section 5.11.02). The predicate for it is relatively broad. It was suggested that this could be used in such a case if a worker had no other paid time off.

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### **§ 5.11.02 Special Administrative Leave**

A municipal employee may be granted administrative leave with pay and continuation of benefits in limited circumstances, where deemed necessary and appropriate. The leave shall not exceed ten (10) days but may be renewed or extended with the same approval needed for the initial grant of leave. The leave may not be initiated by the employee for whom the leave is granted. Before administrative leave with pay and continuation of benefits may be granted, documentation of and rationale for the leave must be made on a form approved by and filed with the Clerk-Treasurer, and carrying the signatures of the following persons for the accompanying purposes:

1. The appropriate department head, evidencing approval; if the employee is a department head, only the signatures of the following officers will be required;
2. Chairman, of the relevant Board or Commission; and
3. The Municipal Executive (Town Council President), evidencing notice of the action.

### **§ 5.04 Use of Donated Leave**

**§ 5.04.01** An employee may volunteer to share accumulated vacation leave or personal leave hours with another employee. Leave may only be donated to an employee for the beneficiary employee's own illness or injury when the beneficiary employee does not have enough time in his or her own accumulated leave accounts. Donated leave may not be used for the care or support of the employee's family.

**§ 5.04.02** Donated leave time must be in increments of at least eight (8) hours.

**§ 5.04.03** Both employees must receive approval from their departmental director and document the exchange of time with the Office of the Clerk-Treasurer. An employee must exhaust all sick leave, vacation leave, personal and overtime compensatory leave to be eligible to receive donated hours from other employees. The maximum amount of leave time an employee may accept is 1,040 hours. The employee will receive the time on an as needed basis and not in one lump sum.

**§ 5.04.04** If donated time exceeds the amount of leave needed by the ill or injured employee, the leave balance will be restored for use by the donor employee.

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**§ 5.03 Personal Leave**

Regular full-time employees earn personal leave at the rate of 6 days per year. Unused personal leave may be accumulated to a maximum of 20 days. Accumulated personal leave is paid to employees upon separation of employment.

§ 5.03.01 Each regular full-time employee is entitled to six (6) personal days after employment of one (1) full calendar year with the Town, and six (6) personal days each year thereafter. These days may be used as personal business or sick days. These days are cumulative and if not used will be paid at the employee's current rate upon retirement or termination, subject to a maximum number. If a separation occurs while an employee is on a medical disability, the personal days will be paid at the rate immediately prior to the medical disability going into effect.

§ 5.03.02 The maximum number of personal days that may be cumulated and carried by any employee is fixed at twenty (20). Accumulations will be annually determined at the amount duly cumulated and credited to the worker as of December 31 of each year. At no time will any employee be paid for any more than twenty unused personal days at retirement or separation from service.

**• Plenary Business Meeting of Monday November 27, 2023**

- Minutes of the Meeting of Monday, November 13, 2023.
- Sense of the Town Council and Clerk-Treasurer Resolution regarding the events of November 13, 2023.
- Appropriation and Cash Transfer Resolution No. 2023-30. (Community Crossing Grant Fund)
- Appropriation Transfer Resolution No. 2023-31 (Corporation General Fund)
- Introduction only 2024 Salary Ordinance No. 1792
- 
- Accounts Payable Docket
- Payroll Docket for the payday of November 30, 2023

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