

**Agenda**  
**Tenth Regular or Special Meeting**  
**of the Thirtieth Town Council of Highland**  
**Regular Plenary Meeting of Tuesday, May 28, 2024 at 6:30 p.m.**  
**Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code**

Topic: Town of Highland, IN - Town Council Plenary Meeting  
Time: May 28, 2024 06:30 PM Central Time (US and Canada)

\*This meeting is convened as an in person meeting and lived streamed to the Town of Highland Facebook. Facebook permits the public to observe and record the proceedings but allows no interaction between and among the Town Council and members of the public. The public is able to participate in person.

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**Prayer:** Tom Black

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**Pledge of Allegiance:** Tom Black

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**Roll Call:** George Georgeff



Doug Turich

**A GREAT PLACE  
TO CALL HOME**

Alex Robertson

Thomas (Tom) Black

Philip Scheeringa

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**Minutes of Previous Session:** Minutes of the Regular Meeting of 13 May 2024.

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**Special Orders:** 1. **Executive Proclamation:** A Proclamation of the Municipal Executive Recognizing Patrick L. Vassar upon his retirement.

(a) Reading and Execution of Proclamation.  
(b) Action by the Town Council President

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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.*

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**COMMENTS FROM  
THE PUBLIC or  
VISITORS**

This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council regarding matters on the agenda. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

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**Staff Reports:**

- Building & Inspection Report.
  - Fire Department Report.
  - Workplace Safety Report.
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**Communications:**

The Lake County Solid Waste Management District is no longer accepting batteries at individual sites due to a fire at the Lowell Town Hall. Batteries should be disposed on during the Town's Hazard Waste Day at the Public Works Facility on July 27 or drop off the batteries at one of the Hazard Collection Sites

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**Appointments:**

• **Statutory Boards and Commissions**

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

Regional Statutory Commissions or Boards

1. **Waterworks Board of Directors:** (1) appointment to be made by Town Council President. (Note: Formerly held by Curt Schroeder (D), term ending 1<sup>st</sup> Monday January 2025). Current composition of the board is two Republicans and two Democrats. No more than three of any one party under state law.

**Home Rule Boards and Commissions**

2. **Shared Ethics Advisory Commission.** (1) appointment to be made by Town Council President. (Note: Fill vacancy made by resignation of Rev. Tim Huizenga.) (Made pursuant to Article 5, Subdivision (A) of the Interlocal Cooperation Agreement Establishing the Shared Ethics Entity. Qualifications are to be persons who live work or hold property in the county. Further persons appointed must be of good character and not hold any positions within the local government.)

*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 2025. There are currently 13 of the 17 in place and serving. Currently serving are Rhonda Bloch, Teri Yovkovich, Renee Reinhart, Alex Robertson, Diane Barr-Roumbus, James Roumbus, Sandy McKnight, Al Simmons, Ben Reinhart, Sandy Ray, Kathy Smailis, Ben Tomera and Laura Pilewski.
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2. **Community Events Commission** *Multi-year positions: (4) appointments to be made by the Town Council. Term: 4 years. (Note: Currently vacant)*

*Single year positions: (9) appointments to be made by the Town Council. Term: 1 year. There are currently 5 of the 9 in place and serving. (Note: Currently serving, Jack Rowe, Linda Carter, Rachael Carter, Kathy Burke and Olga Briseno )*

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**Unfinished**                      None  
**Business &**  
**General Orders:**

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**NEW BUSINESS:**

1. **Consideration of a Special Event with Alcohol Permit (SEAP):** The CEC permit was approved by the Park and Recreation Board at its meeting May 16, 2024, pursuant to Section 11.10.225 of the Highland Municipal Code. *(The Community Events Commission requires a permit from the Park and Recreation Board to support the beer garden as part of the Independence Day Festival and BBQ Festival. This being the first regular meeting of the Town Council following the receipt of the action of the Park and Recreation Board, the Town Council must consider the permit, pursuant to HMC Section 11.10.225(F)(4))*

2. **Authorizing the proper officer to publish legal notice of a public hearing:** Authorize a public hearing to consider proposed additional appropriations for Monday, June 10, 2024. **VIPS/Parks Public Safety Fund, \$26,822.**

3. Request from St. James the Less Church to use the Town’s crowd Control fencing for their St. James Festival. If approved, St. James would like to pick up the fencing on June 19<sup>th</sup>. In June of 2023, the Town Council adopted Resolution No. 2023-20 establishing a rental policy, fee schedule, penalties and regulations by Non-Profits located in Highland.

4. **Works Board Order No. 2024-29:** An Order of the Works Board Accepting the Proposal of X, for Operational and Related Services Associated with a Beer Garden for the Town of Highland, Associated with BBQ Festival.

Leroy’s Hot Stuff – 301 W. US Highway 20 - 50/50 split with the Town/Leroy  
 Big Frank’s Sausage – 918 Carrol Street – 57/43 split with the Town/Big Frank’s

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**Comments or**                      **Councilor George Georgeff**  
**Remarks from the**  
**Town Council:**                      **Councilor Doug Turich**

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(Good of the Order)

Councilor Alex Robertson

Councilor Tom Black

Councilor Philip Scheeringa

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**COMMENTS FROM  
THE PUBLIC or  
VISITORS**

This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

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**ACTION TO PAY**  
*Accounts Payable*  
*Vouchers*

Accounts payable vouchers May 15,2024- May 29, 2024  
in the amount of \$245,715.77.

**General Fund**, \$205,861.73; **MVH Fund**, \$18,054.11;  
**LAW Enforcement Continuing Education Training and Supply Fund**,  
\$618.97; **Traffic Violations**, \$ 500; **MCCD**, \$9,231.23;  
**Technology Fund**, \$11,449.73;

Payroll Docket for payday of May 17, 2024 by fund:

General, \$302,204.58

Payroll Docket for payday of May 17, 2024;

Office of Clerk-Treasurer, \$16,766.28; Building and Inspection Department,  
\$10,854.90; Metropolitan Police Department, \$144,697.36; Public Works  
Department (Agency), \$74,946.63; Fire Department, \$2,196.01 and  
Information and Technology Department, \$4,205.45;  
Total Payroll: \$253,666.63.

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**ADJOURNMENT**

The Town Council may meet in study session immediately following the Regular Meeting.

*Posted pursuant to IC 5-14-1.5-4(a)*

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User: CRK  
DB: Highland

EXP CHECK RUN DATES 05/15/2024 - 05/29/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
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Fund 1101 GENERAL						
Dept 0000	GEN FUND TRANSFERS	108987	PAYROLL ACCOUNT	5/17PRL D/S TRANSFER GENERAL	191,124.93	50479
1101-0000-45200			Total For Dept 0000		191,124.93	

Dept 0001 TOWN COUNCIL						
1101-0001-31004	NEO WORKSHOPS/CT WORKSHOP/REGI	109125	AIM, ACCELERATE IND MUNICIP	NEO WORKSHOPS/CT WORKSHOP/REGION T	309.00	
1101-0001-39004	INSERTING GAZEBO INTO BILLS	109126	LITHOGRAPHIC COMMUNICATIONS	MAY 2024 GAZEBO EXPRESS PRINTING	1,199.42	
			Total For Dept 0001 TOWN COUNCIL		1,508.42	

Dept 0003 VIPS						
1101-0003-39007	VIPS CAR WASHES FOR APRIL	109092	EASY CLEAN CAR WASH, INC	VIPS CAR WASHES FOR APRIL	6.00	
			Total For Dept 0003 VIPS		6.00	

Dept 0004 CLERK-TREASURER						
1101-0004-31004	MEETING CT SCHOOL HERAK	108928	AIM, ACCELERATE IND MUNICIP	MEETING CT SCHOOL HERAK	100.00	
1101-0004-32002	LODGING 3/17/24-3/21/24	109123	MARK HERAK(R)	IMCT CONF SCHOOL 3/17-3/21	428.00	
			Total For Dept 0004 CLERK-TREASURER		528.00	

Dept 0007 FIRE DEPARTMENT						
1101-0007-23004	CLIPS	109083	AMAZON	CLIPS AND BUS CARD HOLDER	111.73	
1101-0007-23004	DURANGO OIL CHANGE INVOICE 33	109084	AUTO-WARES	DURANGO OIL CHANGE, RE-KOIL HOSE	111.21	
1101-0007-23004	INV#9664 FIRE DEPT SILL	109082	MENARDS	MISC SUPPLIES-FIRE DEPT SILL	14.98	
			Total For Dept 0007 FIRE DEPARTMENT		237.92	

Dept 0009 POLICE DEPARTMENT						
1101-0009-11204	PSYCH TESTS ON 2 NEW APPL	109089	CLINICAL PSYCHOLOGY CENTER,	PSYCH TESTS ON 2 NEW POLICE APPLI	400.00	
1101-0009-11302	4 SAFARI LAND HOLSTERS	109085	AMAZON	4 SAFARI LAND HOLSTERS	686.40	
1101-0009-11302	PARTL UNIFORM/EQUIP FOR NEW O	109105	STAR UNIFORM	UNIFORMS/EQUIP FOR NEW OFPCR COLG	583.00	
1101-0009-21001	877.8 GAL OF GAS	109107	WARREN OIL COMPANY	877.8 GAL OF GAS DLEV 5/8	2,770.51	
1101-0009-21001	1007 GAL OF GAS	109108	WARREN OIL COMPANY	1007 GAL OF GAS DELV 5/14	3,263.79	
1101-0009-21002	3 NEW TIRES CAR 230	109094	HELLMANS AUTO SPLY CO.	3 NEW TIRES FOR CAR 230	378.51	
1101-0009-21004	MED SUPPLIES FOR CAB	109088	CINTAS CORPORATION NO 2	MEDICAL SUPPLIES FOR BOOKINGCABIN	77.87	
1101-0009-22004	NEW WINDSHIELD CAR 243	109090	CROSSROADS GLASS AND MIRROR	PARTS AND LABOR FOR NEW WINDSLD CA	274.00	
1101-0009-22004	PARTS FOR CAR 248	109093	GRIMLER AUTOMOTIVE, INC	PARTS AND LABOR TO REPAIR CAR 248	390.50	
1101-0009-22004	55GAL DRUM OF 5W20 OIL	109101	NAPA AUTO PARTS	55GAL DRUM OF 5W20 OIL	475.84	
1101-0009-22004	STOCK OIL FILTERS	109102	NAPA AUTO PARTS	STOCK OIL FILTERS	125.28	
1101-0009-22004	INV832486 DOOR PART FOR CAR 2	109109	WEBB FORD INC	DOOR PARTS FOR CAR 228	54.63	
1101-0009-32003	IDACS NETWORK ACCESS FOR APRIL	109097	INDIANA OFFICE OF TECHNOLOG	IDACS NETWORK ACCESS FOR APRIL	221.20	
1101-0009-34003	3 NEW VEH TITLE FEES	108986	IND BUREAU OF MOTOR VEHICLE	3 TITLE FEES FOR NEW VEHICLES	45.00	50482
1101-0009-34003	PD PORTION OF UNDERGRND STORAG	109096	INDIANA DEPT OF ENVIRON MGT	PD PORTION OF UNDERGROUND STORAGE	90.00	
1101-0009-36001	LABOR TO INSTALL	109090	CROSSROADS GLASS AND MIRROR	PARTS AND LABOR FOR NEW WINDSLD CA	75.00	
1101-0009-36001	LABOR TO REPAIR CAR 248	109093	GRIMLER AUTOMOTIVE, INC	PARTS AND LABOR TO REPAIR CAR 248	209.81	
1101-0009-36003	CALL OUT FOR GAS PUMP REPAIRS	109103	NORTHERN INDIANA MECHANICAL	GAS PUMP REPAIRS 4/21	778.10	
1101-0009-36003	BACKFLOW INSPECTION	109106	VALLEY FIRE PROTECTION SYST	BACKFLOW INSPECTION	262.00	
1101-0009-38006	MAT CHANGE AT PD ON 5/14	109087	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 5/13	43.47	
1101-0009-39005	ANIMAL EVAL	109095	HIGHLAND ANIMAL HOSPITAL	ANIMAL EVALUATION	59.25	
1101-0009-39005	HOSE HANGER FOR DOG POUND	109099	MENARDS CORP - SCHERERVILLE	HOSE HANGER FOR DOG POUND	5.99	
1101-0009-39005	3 BAGS DOG FOOD	109100	MENARDS CORP - SCHERERVILLE	3 BAGS OF DGO FOOD FOR POUND	58.67	
			Total For Dept 0009 POLICE DEPARTMENT		11,328.82	

Dept 0011 SERVICES & WORKS						
1101-0011-39002	REFUND OF PERMIT COST PRM24-0	108990	BETTER BUILT LUMBER & SUPPL	REFUND OF PERMIT COST PRM24-0157	289.50	
			Total For Dept 0011 SERVICES & WORKS		289.50	

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Fund 1101 GENERAL						
Dept 0012 TOWN HALL						
1101-0012-21004	ULTRA LONG ROLL TOWELS	109055	AJAX SANITARY SUPPLY CO, IN	INSTITUTIONAL SUPPLIES FOR TOWN H	325.79	
1101-0012-36003	ANNUAL FIRE EXTINGUISHER SERV	109054	AAA VALLEY FIRE EQUIPMENT, I	2024 ANNUAL FIRE EXTINGUISHER SRR	426.00	
1101-0012-36003	TOWN HALL MATS ACT 1659440	109124	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440	86.35	
	Total For Dept 0012 TOWN HALL				838.14	
	Total For Fund 1101 GENERAL				205,861.73	

Fund 2201 MVH						
Dept 0000						
2201-0000-45200	MVH TRANSFERS GROSS	108988	PAYROLL ACCOUNT	5/17PRL D/S TRANSFER MVH	15,911.99	50480
	Total For Dept 0000				15,911.99	

Dept 0016 MVH ADMIN/MAINT						
2201-0016-36009	ANNUAL FIRE EXTINGUISHER SERV	109056	AAA VALLEY FIRE EQUIPMENT, I	2024 ANNUAL FIRE EXTINGUISHER SRR	275.80	
	Total For Dept 0016 MVH ADMIN/MAINT				275.80	
Dept 0017 MVH CONSTRUCTION/RECONSTRUCT/PRESER(CRP)						
2201-0017-21002	22570R195 TIRES	109057	HELLMANS AUTO SUPPLY CO.	TIRES FOR UNIT # 11 - STREET DEPT	479.78	
2201-0017-23004	SUPPLIES	109061	LINDY'S ACE HARDWARE, INC	PAINT SUPPLIES - STREET DEPT	26.98	
2201-0017-23006	4.5 IN X 17 IN MAX CLAY SPADE	109058	HOME DEPOT CORPORATION	MAX CLAY SPADE/CHISEL/DRILL BIT -	173.41	
2201-0017-23006	STEEL RAKE	109059	HOME DEPOT CORPORATION	RAKE/BIT SET/DRILL - STREET DEPT	183.95	
2201-0017-23006	STEEL MULTI PURPOSE HHOX	109060	HOME DEPOT CORPORATION	HOOK/HOLDER/BOLT/RAIL - STREET DE	94.10	
2201-0017-23006	4" GARDEN STAKE	109062	MENARDS CORP - SCHERERVILLE	MISC SUPPLIES - STREET DEPT	144.98	
2201-0017-23006	5/10/2024 # 5479-213641 AL	109063	NAPA AUTO PARTS	ALARM - STREET DEPT	2.24	
2201-0017-23006	FUSES	109064	NAPA AUTO PARTS	FUSES FOR UNIT #21 - STREET DEPT	77.20	
2201-0017-23006	4 - BATTERIES	109065	NAPA AUTO PARTS	BATTERIES FOR SIGN BOARDS - STREE	683.68	
	Total For Dept 0017 MVH CONSTRUCTION/RECONSTRUCT/PRE				1,866.32	
	Total For Fund 2201 MVH				18,054.11	

Fund 2228 LAW ENFORCE CON'T ED						
Dept 0000						
2228-0000-23006	WEBCAM & LOREX COMPUTER	109104	ODP BUSINESS SOLUTIONS, LLC	COMPUTER SUPPLIES- WEBCAM & LOREX	119.97	
2228-0000-31004	BREATH RECERT FOR 2 OFFICERS	109098	INDIANA STATE BUDGET AGENCY	BREATH RECERT FOR 2 OFFICERS	80.00	
2228-0000-33002	REPRINT JUNK VEH STICKERS	109086	BAKTER PRINTING INC	RE PRINTING OF ORANGE JUNK VEH ST	260.00	
2228-0000-39005	PD CAR WASHES FOR APRIL	109091	EASY CLEAN CAR WASH, INC	PD CAR WASHES FOR APRIL	159.00	
	Total For Dept 0000				618.97	
	Total For Fund 2228 LAW ENFORCE CON'T ED				618.97	
Fund 2229 TRAFFIC VIOLATIONS						
Dept 0001 TOWN COUNCIL						
2229-0001-00400	CASH BOND FEES MARSHALL, ZIGU	109121	LAKE COUNTY CLERK	CASH BOND FEES	500.00	50484
	Total For Dept 0001 TOWN COUNCIL				500.00	
	Total For Fund 2229 TRAFFIC VIOLATIONS				500.00	

Fund 4402 MCCD						
Dept 0000						
4402-0000-43009	BEHRINGER X32-PAK-08-31-CS	109066	AMAZON	BEHRINGER X32 MIXER	1,695.00	
4402-0000-43009	NEW DOOR SECURITY UPGRADE	109069	PHIL & SON, INC	NEW DOOR SECURITY UPGRADE TOWN HA	3,262.29	
4402-0000-43014	NEW DOOR SECURITY UPGRADE	109070	PHIL & SON, INC	NEW DOOR SECURITY UPGRADE CENTRAL	4,273.94	
	Total For Dept 0000				9,231.23	

GL Number Invoice Line Desc Ref # Vendor BOTH OPEN AND PAID Invoice Description Amount Check #

Fund 4402 MCCD Total For Fund 4402 MCCD 9,231.23

Fund	Dept	ICF	FUND	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
7701-0000	0000			ELEVATOR PHONE	109076	AT&T	219923-2320 260 1 ELEVATOR PHONE	141.10	50483
7701-0000	32003			CENTRAL FIRE INTERNET	109071	COMCAST CABLE	FD CENTRAL/2901 HIGHWAY-PHONE/INT	150.90	999873
7701-0000	32003			PW INTERNET # 8771400250212877	109072	COMCAST CABLE	PW 8001 KENNEDY AVE	314.04	999874
7701-0000	32003			MEADOWS INTERNET ACT 87714002	109073	COMCAST CABLE	MEADOWS PK MO INTERNET	125.87	999875
7701-0000	32003			FD SOUTH 2647 45TH ST	109074	COMCAST CABLE	S STATION INTERNET SVC 17 8771400	130.83	999876
7701-0000	32003			POLICE BLDG 8771400250239508	109075	COMCAST CABLE	INTERNET FOR PUBLIC SAFETY BLDG 8	217.90	999877
7701-0000	32003			PUMP STATION 877140025029637	109080	COMCAST CABLE	PUMP STATION 8771400250296375	155.75	999878
7701-0000	32003			LINCOLN CENTER ACCT 877140025	109081	COMCAST CABLE	PARK INTERNET ACCT 87714002502083	313.87	999879
7701-0000	32003			642004646-00002 BROADBAND	109067	VERIZON	642004646-00002 D/S BROADBAND FIR	360.14	999880
7701-0000	32003			PW/B&I/PARK/ED WIRELESS 78032	109077	VERIZON	PW/B&I/PARK/ED WIRELESS 780324475	925.00	999881
7701-0000	32003			MONTHLY CELL PHONE 642004646-	109078	VERIZON	PD CELL PHONE USE PD- 642004646-0	2,435.00	999882
7701-0000	32003			FIRE - SITE	109079	PHIL & SON, INC	BRIVO CLOUD HOSTED MONTHLY SITE/A	746.91	
7701-0000	38006			COPIER AGREEMENT	109068	RICOH USA, INC	COPIER AGREEMENT - USAGE	315.80	
7701-0000	45200			ICF TRANSFERS GROSS	108989	PAYROLL ACCOUNT	5/17PRL D/S TRANSFER ICT	5,116.62	50481
Total For Dept 0000								11,449.73	
Total For Fund 7701 ICF FUND								11,449.73	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 1101 GENERAL					205,861.73	
Fund 2201 MVH					18,054.11	
Fund 2228 LAW ENFORCE CON'T ED					618.97	
Fund 2229 TRAFFIC VIOLATIONS					500.00	
Fund 4402 MCCD					9,231.23	
Fund 7701 ICT FUND					11,449.73	

245,715.77