

**Enrolled Memorandum of the Meeting  
Study Session/Meeting (Convened Electronically/Hybrid)  
Thirtieth Town Council of Highland  
Monday, June 17, 2024**

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, June 17, 2024**, at 6:30 O'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

\*This meeting was 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. All councilors were simultaneously seen and heard. Councilor Georgeff, Councilor Turich, Councilor Alex Robertson, Councilor Philip Scheeringa all participated in person. Councilor Black was absent.

**Silent Roll Call:** Councilors George Georgeff, Doug Turich, Alex Robertson, Philip Scheeringa, were present in person as indicated. Councilor Black was absent. The Clerk-Treasurer, Mark Herak was present to memorialize the proceedings. *A quorum was attained.*

**Officials Present:** Metropolitan Police Chief Ralph Potesta, IT Director Ed Dabrowski, Redevelopment Director Maria Becerra, Building Commissioner Ken Mika were in person.

**General Substance of Matters Discussed.**

Appointments:

• **Statutory Boards and Commissions**

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

- 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 Commissions or Boards

- 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*

Home Rule Commissions

1. **Main Street Bureau Board:** (6) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2025. *There are currently 11 of the 17 in place and serving. Currently serving are Rhonda Bloch, Ben Reinhart, Renee Reinhart, Allan Simmons, Diane Barr-Roumbus, James Roumbus, Sandra McKnight, Teri Yovkovich, Sandy Ray, Kathy Smailis, Ben Tomera and Laura Pilewski.*
2. **Community Events Commission Multi-year positions:** (1) appointment 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, Rachael Carter, Olga Briseno, Kathy Camp-Burke, Linda Carter and Jack Rowe)*

- x. **Discussion:** Swearing in of three (3) new officers (these hires will put the HPD at full force)  
Alexis Gerolimos  
Vernon Jimerson-Bell  
Andrew Kinley

The Council President advised to place the item on the agenda for the June 24, 2024 plenary meeting.

- x. **Discussion:** Review proposal D from the Idea Factory. Currently, the contract with the Idea Factor is month to month. Proposals A, B, C are attached. This is to perform Professional Communications and Media Design and Development services for the Municipality for the year 2024.

Theresa began by revisiting with the Council Proposals A & B. Proposal A is everything they are currently providing the Town but with a 3% increase. Proposal B, keeps the price the same but adds a Gazebo Facebook page. The facebook page is for the approximately 20% of Highland Residents who don't receive a utility bill (apartment dwellers whose landlord receives and pays the utility bill) and don't receive a newsletter. All of the information in the newsletter would be populated onto facebook. Proposal C was simply a pass through of the various printing media offered from Lithographics. She explained they do not mark-up the printing from Lithographics but simply passes that cost to the Town. Before moving onto Proposal D, Councilor Scheeringa asked if there any questions from the Council.

Councilor Turich asked if a survey was ever done to see who actually reads the gazebo? He was advised by Councilor Scheeringa that he was not aware of any formal survey but he knew a lot of people who read it. Councilor Turich wanted to know and

determine what the residents wanted to see in the gazebo. He felt this would be an opportunity to enhance the information in it and drive a better message. He felt that sometimes the message is a little stale. He is looking for ways to better we can better communicate to our residents. He wasn't sure how to gather this information.

Robin Carlascio said there are links on the website as well as on the gazebo that allow readers to reach out to the Idea Factory if they have story they would like to share. The reader can also email or call them. She said they are already booked for July with a story on the new fire fighters, the new Polaris, the new police officers and the baby box.

Councilor Turich said he appreciated Phil's comments but he is hearing the opposite, that most people don't find value in the gazebo and when he looks at the cost. He then asked the IT Director if he knew of any method to gather that information?

The IT Director said there is links like Survey Monkey to see what kind of traffic does the gazebo receive and what people would like to see and whether they read it or not. He said a lot of complaints he was hearing was the lack of color, which he realized was the previous Council's decision. People really liked the July issue with all that color. He said did the Town consider going every month, keeping the cost down and providing better quality? He advised the Council to be careful on how the survey is conducted because you really want a good representation.

Councilor Turich asked the Clerk-Treasurer the average monthly cost for the gazebo. He was advised roughly \$3,042. He said that is pretty significant for something people may or may not find value in. He said he felt it would be more beneficial to go bi-monthly or quarterly and go to color. He felt it would give the Town more bang for its buck.

Theresa asked the Council if they wanted to keep the gazebo at four (4) pages or go to six (6) pages and not try cramming two (2) months onto four (4) pages? The Council asked Theresa if she had enough stories to expand the gazebo to six (6) pages?

Public Works Director Knesek reminded the Council that he needed certain printings for leaf collection and recycling. He said it will be key when the storm sewer remedial projects advances from Homestead Park to the actual streets. Articles in the gazebo will allow the residents to know in advance when their street will be closed.

Councilor Robertson said he doesn't like the gazebo facebook option and is personally against it. but would prefer what other some of the other communities are doing, printing the newsletter less frequently, maybe quarterly or bi-monthly. He said so many people get they're information online or via facebook. There exists so many facebook pages not only in our Town but also with all the different committees. You then have people making their own facebook pages.


Councilor Turich said with all of this digital medial stuff we might want to have a conversation about bringing on a digital medial manager to manage all of this in Town. People would go to him/her and they would manage it.

Theresa the began going over and explaining each level of Proposal D. She said Proposal D were one time costs. She emphasized the importance of these widgets was that it prevented people to have access to the back end of the website.

The Council President asked the Idea Factory to prepare a Proposal E, which has the gazebo express being printed quarterly and in color, maybe increasing the number of pages of six (6). He asked that they submit their proposal for the July 1, 2024 Highland Town Council study session meeting.



Memorandum of Meeting  
Monday, June 17, 2024

|                                                                                   |                                                             |                                                                                                                      |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|  |                                                             | THERESA BADOVICH<br><a href="mailto:theresa@theideafactory.us.com">theresa@theideafactory.us.com</a><br>219.669.8312 |
|                                                                                   | ONE COURTHOUSE SQUARE<br>SUITE 207<br>CROWN POINT, IN 46307 | ROBIN CARLASCIO<br><a href="mailto:robin@theideafactory.us.com">robin@theideafactory.us.com</a><br>219.831.0634      |

**To:**  
Highland Clerk-Treasurer Mark Herak  
Highland IT Director Ed Dabrowski  
Highland Town Council

**From:** The Idea Factory

**Subject:** 2024 Contract - **Proposal A**

Proposal A requests a 3 percent increase in our services for 2024.

**The charges under our *current* agreement for the services:**


- Gazebo Express newsletter: \$1,969.46 per issue, or \$492.36 per page
- Stock images: \$52 per image or illustration
- Custom graphics/photography: \$104 per image or illustration
  
- Website maintenance/updates: \$140.78 per week
- Web hosting: \$25.99 a month
- Web security: \$130 a month

**The charges for our services with a 3 percent increase:**

- Gazebo Express newsletter: \$2,028.54 per issue, or \$507.13 per page
- Stock images: \$53.56 per image or illustration
- Custom graphics/photography: \$107.12 per image or illustration
  
- Website maintenance/updates: \$145.00 per week
- Web hosting: \$26.77 a month
- Web security: \$133.90 a month

**Please note:** If additional work is required, it will be carried out with mutually agreeable terms and conditions.

Memorandum of Meeting  
Monday, June 17, 2024

|                                                                                   |                                                             |                                                                                                                      |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|  | ONE COURTHOUSE SQUARE<br>SUITE 207<br>CROWN POINT, IN 46307 | THERESA BADOVICH<br><a href="mailto:theresa@theideafactory.us.com">theresa@theideafactory.us.com</a><br>219.669.8312 |
|                                                                                   |                                                             | ROBIN CARLASCIO<br><a href="mailto:robin@theideafactory.us.com">robin@theideafactory.us.com</a><br>219.831.0634      |

**To:**  
Highland Clerk-Treasurer Mark Herak  
Highland IT Director Ed Dabrowski  
Highland Town Council

**From:** The Idea Factory

**Subject:** 2024 Contract - **Proposal B**

Proposal B requests no increase in our current services and adds a Facebook page.


**The charges under our *current* agreement for the services:**

Gazebo Express newsletter: \$1,969.46 per issue, or \$492.36 per page  
Stock images: \$52 per image or illustration  
Custom graphics/photography: \$104 per image or illustration  
  
Website maintenance/updates: \$140.78 per week  
Web hosting: \$25.99 a month  
Web security: \$130 a month

**The addition of a Gazebo Express Facebook page:**

Gazebo Facebook page: \$500 per month

**Please note:** If additional work is required, it will be carried out with mutually agreeable terms and conditions.

|                                                                                   |                                                             |                                                                                                                      |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|  |                                                             | THERESA BADOVICH<br><a href="mailto:theresa@theideafactory.us.com">theresa@theideafactory.us.com</a><br>219.669.8312 |
|                                                                                   | ONE COURTHOUSE SQUARE<br>SUITE 207<br>CROWN POINT, IN 46307 | ROBIN CARLASCIO<br><a href="mailto:robin@theideafactory.us.com">robin@theideafactory.us.com</a><br>219.831.0634      |

**To:**  
 Highland Clerk-Treasurer Mark Herak  
 Highland IT Director Ed Dabrowski  
 Highland Town Council

**From:** The Idea Factory


**Subject:** 2024 Contract - **Proposal C**

Proposal C offers the council additional printing options for the Gazebo Express, special inserts and buck slips.

|                                   |         |          |             |         |
|-----------------------------------|---------|----------|-------------|---------|
| <b>2-color Gazebo Express:</b>    | 4 pages | 2 colors | 60# offset  | \$1,102 |
| <b>Full-color Gazebo Express:</b> | 4 pages | 4 colors | gloss       | \$1,364 |
| <b>2-page insert:</b>             | 2 pages | 4 colors | gloss       | \$1,102 |
| <b>2-page insert:</b>             | 2 pages | 4 colors | 60# offset  | \$982   |
| <b>2-page insert:</b>             | 2 pages | 2 colors | gloss       | \$900   |
| <b>2-page insert:</b>             | 2 pages | 2 colors | 60# offset  | \$852   |
| <b>Buck slip:</b>                 | 2 sides | 1 black  | astrobright | \$378   |
| <b>Buck slip:</b>                 | 1 side  | 1 black  | astrobright | \$301   |

Custom content and design of the Gazebo Express is \$507.13 per page under Proposal A, \$492.36 per page under Proposal B. Buck slips are \$300 per side.

Memorandum of Meeting  
Monday, June 17, 2024

|                                                                                   |                                                             |                                                                                                                      |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|  |                                                             | THERESA BADOVICH<br><a href="mailto:theresa@theideafactory.us.com">theresa@theideafactory.us.com</a><br>219.669.8312 |
|                                                                                   | ONE COURTHOUSE SQUARE<br>SUITE 207<br>CROWN POINT, IN 46307 | ROBIN CARLASCIO<br><a href="mailto:robin@theideafactory.us.com">robin@theideafactory.us.com</a><br>219.831.0634      |

**To:**  
Highland Clerk-Treasurer Mark Herak  
Highland IT Director Ed Dabrowski  
Highland Town Council

**From:** The Idea Factory

**Subject:** 2024 Contract - **Proposal D**  
Redesigning/reworking Town of Highland website - highland.in.gov

**Option levels for website redesign:**

**\$5,000 level includes:**

Home page slider images      Social Media Integration throughout  
Home page icons                New color palette throughout

**\$7,500 level includes:**

All of the above, plus  
Calendar widget                Initial Calendar Entries  
Calendar Training

**\$10,000 level includes:**

All of the above, plus  
In-person department head and staff meetings to rework content and visuals.  
Includes custom content, design and photography.

**\$15,000 level includes:**

All of the above, plus  
Explore Downtown Highland Business widget and listings  
Real Estate widget and listings  
Document Center widget

**GAZEBO EXPRESS**  
YOUR COMMUNITY NEWS AND EVENT SOURCE FOR THE TOWN OF HIGHLAND

**Highland Gazebo Express**  
0 likes · 0 followers

Message Like Search

Posts About Mentions Reviews Followers Photos More

Switch to Page

Go to Ad Center to promote your Page  
You'll have tools to create and manage ads for Highland Gazebo Express

Promote

**Intro**

- Page · News & media website
- highland.in.gov/gazebo-express  
Promote Website

Not yet rated (0 Reviews)

**Photos** See all photos

Highland Gazebo Express  
11m

Highland has substantially completed a construction project providing street, water main and storm sewer improvements along the 8800-8800 blocks of Parkway Drive and the 2000 block of Kenworth Avenue. This project was a joint effort of the Highland Water Works Board, Town Council and Sanitary Board, with 50 percent grant funding from INDOT and a \$250,000 grant from Lake County. The new 8-inch water main was installed under the sidewalk along the east side of Parkway Drive. — See more

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- AGENDAS & MINUTES
- BUILDING PERMITS
- COMMUNITY EVENTS
- FACEBOOK PAGE
- GAZEBO EXPRESS
- MUNICIPAL CODE
- PAY MY BILL
- TOWN CALENDAR



Highland Memorial Day Ceremony - May 27

Join your neighbors and friends in recognizing Highland veterans and fallen heroes at the Gazebo in Main Square Park at 10 a.m. Monday, May 27. Hosted by the Council of Community Events, the event will feature military speakers as well as the Homelown Heroes banners lining the streets of downtown.



Fourth of July Kiddie Parade

The Kiddie Parade begins at 1:30 P.M. SATURDAY, JULY 6 at the Highland Municipal Parking Lot on Highway and Kennedy avenues. The parade route continues east on Highway and ends at Main Square Park. A special gift is provided for each child who participates, with some lucky winners finding GOLDEN TICKETS for free wristbands good for festival rides. [Click here to download a parade application.](#)



Highland Hazardous Waste Day - July 27

Make your environment safer by bringing batteries, cleaners, oils, solvents, poisons, gasoline, pesticides, antifreeze, mercury thermometers, thermostats and fluorescent light bulbs to the town garage from 9 a.m. to 2 p.m. Saturday, July 27. Items not accepted include tires, appliances, ammunition, explosives, medical/radioactive wastes, asbestos, 30-gallon or larger containers.

THIS WEEK'S MEETINGS

MONDAY - MAY 20

Redevelopment Commission  
6 p.m. Study Session  
[Click for Agenda](#)

Town Council  
6:30 p.m. Study Session  
[Click for Agenda](#)

TUESDAY - MAY 21

WEDNESDAY - MAY 22

Highland Main Street  
6 p.m. Meeting  
[Click for Agenda](#)

THURSDAY - MAY 23

Police Commission  
6:30 p.m. Study Session  
Water Board



- Police Home
- Animal Control
- Community Policing
- Crime
- Crime Prevention
- Criminal Investigations
- Employment
- Gun Permits
- History
- Police Events
- Press Releases
- Rave Alerts
- School Partners
- Staff Directory
- Tickets & Fines

## Highland Police Department



### HPD seeking Volunteers in Police Services

The town is looking for dedicated individuals who want to work alongside Highland police and help keep our community safe. Training and uniform are provided. Have fun, make new friends, while providing this volunteer service to the community. VIPs assist police officers by providing a variety of tasks including: vacation home checks, directing traffic, traffic patrols in residential/business/park districts (on foot, bicycle, or vehicle), providing funeral escorts, conducting finger printing, filing, typing, even answering telephones. Tasks and assignments vary per ability and interest. All hours and shifts are available. If you are interested, [please click here to download an application](#) or contact Sgt. Glenn Cox at (219) 838-3184.

### Numbers to use when calling police

Many people hesitate about calling the police, even when they are faced with circumstances that, upon further reflection, are highly suspicious. Some people think they are bothering us, some are not sure what they are seeing, but fortunately only a few don't want to get involved. Most people want to help and want to do the right thing, but they aren't sure how to do so. Please use the



### Highland Police Department

Address  
3315 Ridge Road  
Highland, IN 46322

Non-emergency telephone  
(219) 660-0001

HPD administration  
(219) 838-3184

FAX  
(219) 972-5095

Mission & Vision

Emergency Contacts

### Support Services

The hours for our Support Services (Records) Department is as follows:

- Monday, Tuesday, Wednesday and Friday: 8 a.m. to 5 p.m.
- Thursday: 8 a.m. to 7 p.m.
- Saturday: 8 a.m. to noon
- Closed: Sundays and holidays.

The phone number for our Support Services office and our Administration office is (219) 838-3184.



### Highland Community Events

EVENT TYPE ▾

|                                                                                                            |                                                                                                                          |                                                                                                               |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <p>MAR 5<br/>FAMILY PROGRAMS<br/>Discovery Room<br/>Room 33<br/>01:20</p>                                  | <p>MAR 11<br/>PLANETARIUM PROGRAMS<br/>Pluto<br/>Room 23<br/>01:20</p>                                                   | <p>MAR 13<br/>FAMILY PROGRAMS<br/>After-Hours Programs<br/>Room 23<br/>01:30</p>                              |
| <p>MAR 13<br/>PLANETARIUM PROGRAMS<br/>Astronomía en Vivo: Historia del Universo<br/>Room 23<br/>01:20</p> | <p>MAR 15<br/>COURSES AND WORKSHOPS<br/>Weekend Drop-In Sessions in the Sackler Educational Lab<br/>Room 2<br/>01:30</p> | <p>MAR 18<br/>WALKS, TOURS, AND DROP INS<br/>Bird Walks in Central Park for Members<br/>Room 23<br/>01:20</p> |
| <p>MAR 18<br/>PLANETARIUM PROGRAMS</p>                                                                     | <p>MAR 20<br/>FAMILY PROGRAMS</p>                                                                                        | <p>MAR 27<br/>FAMILY PROGRAMS</p>                                                                             |



- x. **Discussion:** A Resolution Approving an Interlocal Cooperation Agreement between the Incorporated Town of Highland and the School Town of Highland for the Utilization of School Resource Officer Program Services for 2024-2025

The Council President advised to place the item on the agenda for the July 8, 2024 plenary meeting.

Memorandum of Meeting  
Monday, June 17, 2024

| Salary                                                         | 2024                 | 2025                 |
|----------------------------------------------------------------|----------------------|----------------------|
| Base Salary Corporal                                           | \$ 81,455.40 *       | \$ 85,528.17 *       |
| Assigned officer's longevity                                   | \$ 2,059.00          | \$ 2,184.00 #        |
| One Time Pay Premium                                           |                      |                      |
| <b>Subtotal:</b>                                               | <b>\$ 83,514.40</b>  | <b>\$ 87,712.17</b>  |
|                                                                |                      |                      |
| Benefits                                                       |                      |                      |
| Medical Insurance (Family coverage)                            | \$ 33,100.92         | \$ 36,411.01 **      |
| Employer Contribution to Health Savings Account                | \$ 3,092.00          | \$ 3,092.00          |
| Dental Insurance                                               | \$ 1,571.04          | \$ 1,728.14 **       |
| Life Insurance (.140 per \$1000 of gross payroll, up to \$50k) | \$ 84.00             | \$ 92.40 **          |
| AD&D (.02 per \$1000 of gross payroll, up to \$50k)            | \$ 12.00             | \$ 13.20             |
| Dependent life insurance coverage (\$1.50/mo)                  | \$ 18.00             | \$ 19.80             |
|                                                                |                      |                      |
| Medicare                                                       | \$ 1,210.96          | \$ 1,271.83          |
| Employer Contribution to PERF                                  | \$ 15,114.01 *       | \$ 16,063.58 ***     |
| Workers Compensation Insurance (2.06/\$100 salary)             | \$ 1,720.40          | \$ 1,806.87          |
| Law Enforcement Liability Insurance (no discrete premium)      |                      |                      |
| <b>Subtotal Benefits:</b>                                      | <b>\$ 55,923.33</b>  | <b>\$ 60,498.83</b>  |
| <b>Grand Total:</b>                                            | <b>\$ 139,437.73</b> | <b>\$ 148,211.00</b> |

| Instruction Days: 180     | 2024                                  | 2025            |
|---------------------------|---------------------------------------|-----------------|
| School Year Days: 260     | <i>Daily rate based upon 260 days</i> |                 |
| ** Assumes a 10% increase | \$ 536.30                             | \$ 570.04       |
|                           | First Semester                        | Second Semester |

*School Compensation for 2024-2025 School Year:*

|                                                                                        |                     |
|----------------------------------------------------------------------------------------|---------------------|
| <b>FIRST SEMESTER: 2024</b> Days Instruction in School = 90 based upon school calendar |                     |
| <i>Daily rate: =(Total Salary for Year/260)</i>                                        | \$ 536.30           |
| Semester 1:                                                                            | \$ 48,266.90        |
| <b>SECOND SEMESTER: 2025</b> Days Students are in School = 90                          |                     |
| <i>Daily rate: =(Total Salary for Year/260)</i>                                        | \$ 570.04           |
| Semester 2:                                                                            | \$ 51,303.81        |
| <b>School Total:</b>                                                                   | <b>\$ 99,570.71</b> |
| *** PERF PUBLIC SAFETY Employer is 20.3% 1/1/25                                        |                     |
| on the 1st Class Patrol Officer plus 20 years longevity                                |                     |
| 1st Installment Due by December 31, 2024:                                              | \$ 49,785.36        |
| 2nd Installment Due by June 30, 2025:                                                  | \$ 49,785.36        |

A 5% change in the basic bi-weekly salary is contemplated in this initial calculation for 2025

**TOWN OF HIGHLAND  
TOWN COUNCIL RESOLUTION No. 2024-12**

**A Resolution Approving an Interlocal Cooperation Agreement between the Incorporated Town of Highland and the School Town of Highland for the Utilization of School Resource Officer Program Services for 2024-2025**

**WHEREAS**, Indiana Code 36-1-7-1, et seq., allows local government entities to make the most efficient use of the powers by enabling them to mutually utilize services for the mutual benefit of each other; and

**WHEREAS**, The Incorporated Town of Highland and the School Town of Highland, Lake County, Indiana are municipal corporations empowered by the aforesaid Interlocal Cooperation Act, as amended, with authority to contract with each other on a basis of mutual advantage so as to better provide public services and facilities at a shared cost; and

**WHEREAS**, The Incorporated Town of Highland and the School Town of Highland desire to enter into a joint agreement pursuant to IC 36-1-7-1, et seq., to provide for the ability and flexibility to obtain for the Highland Students certain gang resistance training, a heightened law enforcement presence in the local public schools as well as other related services for the mutual benefit of the participating entities, and at a shared cost,

**NOW, THEREFORE BE IT RESOLVED**, by the Town Council of the Town of Highland, Lake County as follows:

**Section 1.** That a joint agreement, a copy of which is attached and incorporated herein by reference, among and between the Incorporated Town of Highland and the School Town of Highland entered into by the Town of Highland by and through its Town Council, this **8<sup>th</sup> Day of July 2024** is hereby authorized and approved in each and every respect;

**Section 2.** That the purpose of this agreement is to authorize and allow the Town Council of the Town of Highland and the School Board of Trustees to act as a joint board of the two participating entities to mutually support and utilize certain specified services associated with the **School Resource Officer Program** for the mutual benefit of the participating entities at shared costs;

**Section 3.** That the Clerk-Treasurer of the Town of Highland is hereby authorized to execute the duties related to the payment, collection and accounting for all moneys of this joint undertaking, pursuant to the terms of this agreement, in a manner that is mutually acceptable with the duly constituted and acting business official of the School Town of Highland;

**Section 4.** That the governing boards of the participating entities may be convened as a joint board, or may act as a joint board at separate meetings of the respective governing bodies of the participating entities in which the entities concur;

**Section 5.** That the governing boards of the participating entities may create a committee comprised of representatives from both participating entities or may designate a single individual from each of the participating entities, which may perform such administrative ministerial duties as the joint board may direct and the agreement may provide;

**Section 6.** That the President of the Highland Town Council and the Clerk-Treasurer are hereby authorized to execute the joint Interlocal Governmental Agreement with their signatures and any additional documents in order to implement the agreement;

**Section 7.** That this agreement shall be effective as indicated in and pursuant to its provisions, after the agreement has been authorized and approved by each of the participating entities, evidenced by passage and adoption of a similar Resolution all pursuant to I.C. 36-1-7-2;

**Section 8.** That upon its approval, this agreement repeals the agreements governing the school resource officer program, the first adopted January 17, 1997 and its succeeding agreements;

**Section 9.** That before this agreement takes effect, it must be recorded with the Office of the Lake County Recorder. No later than sixty (60) days after it takes effect and is recorded, the agreement must be filed with the Office of the State Board of Accounts for audit purposes, all pursuant to I.C. 36-1-7-6.

**Duly Adopted** by the Town Council of the Town of Highland, Lake County, Indiana, the 8th day of July 2024. Having been passed by a vote of in favor and opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

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Philip Scheeringa, President (IC 36-5-2-10)

Attest:

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Mark Herak  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**INTERGOVERNMENTAL AGREEMENT**

This Interlocal Governmental Agreement made and entered into in accordance with I.C. 36-1-7 by and between the TOWN OF HIGHLAND (hereinafter called "Town") and the SCHOOL TOWN OF HIGHLAND (hereinafter called "School Town"), both municipal and corporations organized and operating under the laws of the State of Indiana.

**WITNESSETH THAT:**

**WHEREAS**, The Town desires to provide a Town of Highland Police Officer to the School Town to serve in the capacity as School Resource Officer to instruct in the Officer Friendly program, and to perform other related duties.

**THEREFORE, IT IS AGREED AS FOLLOWS:**

1. The Town agrees to provide to the School Town the service of one (1) Highland police officer to serve as a School Resource Officer. The purpose of the School Resource Officer will be to minimize the potential for hate crimes/bullying, alcohol and drug-related use, gang-related activities, and disruption and/or criminal behavior in and around schools, such as theft, vandalism, truancy, etc. in the most effective and efficient manner possible. The School Resource Officer shall at all times, remain an employee of the Town, which shall be solely responsible for payment of all salary, insurance, worker's compensation coverage, and benefits owing by reason of the Officer's employment. The Resource Officer's duties shall include those listed on the attached Exhibit B on "*Essential Functions*." The SRO shall be considered a "school official" when acting with the intent to promote a safe school environment by enforcing laws, school policies and all other rules and procedures of the school corporation. The School shall have input, at all times, on the Resource Officers duties under this agreement. The Resource Officer shall be a resource to all School Town of Highland staff as Safe School Plans designate or as need arises. The Resource Officer shall remain subject to all laws, rules, and regulations governing police officers of the jurisdiction and lawful orders of superior officers of the police department.

2. In consideration of the same, the School Town agrees to pay for said services in accordance with the terms of this Agreement the amount of **\$99,570.71 for a period of 180 days** during the **2024-2025** school year. The basis for said compensation to the Town is presented as an exhibit to this agreement incorporated herein by reference. The School Town's compensation shall be paid in two (2) equal installments, as follows:

- (A) the first being due on or before January 31, 2025;
- (B) the second payment being due on or before June 30, 2025.

3. The Clerk-Treasurer of the Town shall be authorized to execute the duties of receiving payments from the School Town as described in paragraph two (2) and of disbursing and accounting for all such monies in a manner consistent with the terms of this Agreement.

4. The School Resource Officer will be assigned on a full-time basis to the School Town the equivalent of up to one hundred eighty (180) days during the school year. The School Town will only be financially responsible for the equivalent number of days actually worked by the School Resource Officer.

5. The School Resource Officer will wear clothing that will easily identify him or her as a police officer.

6. The School Resource Officer will not take personal time off when school is in session. If sick, he must notify the receptionist at the School Town Administration Center. A substitute may be assigned subject to mutual approval of the Police Chief and the School Superintendent.

7. Lunch must be eaten in a School Town cafeteria unless prior arrangements have been made with the Superintendent/designee.

8. The Town will assume all costs and responsibility of initial and ongoing training associated with the School Resource Officer position. Any vehicle or additional equipment or expenses necessary for the program shall be paid for by the Town.

9. The Town shall be responsible for selecting the police officer to serve as the School Resource Officer, subject to the consent and approval of the School Town. The School Town has final authority on the content of all instructional materials used by the School Resource Officer.

10. The administration of the terms of this Agreement shall supersede any previous Agreement and shall be accomplished through the Superintendent of the School Town or designee and the Chief of Police or designee.

11. Any other provision of this Agreement to the contrary notwithstanding this Agreement may be changed or modified only with the written consent of both parties.

12. All notices or communications provided herein shall be in writing and delivered either in person or via certified or registered United States mail, return receipt requested, and with the proper postage prepaid, addressed to the party for whom such notice or communication is intended.

13. Should any part, term, or provision of this Agreement be determined by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining portion or provisions shall not be affected thereby.

14. No failure or delay in performance of the executed service Agreement by either party shall be deemed to be a breach when such failure or delay is occasioned by or due to any Act of God, strike, lockout, war, riot, epidemic, explosion, sabotage, the binding order of any court or governmental authority, or any other cause, whether of the kind enumerated above or otherwise, not within the control of the party claiming suspension, actually provided that no cause or

contingency shall relieve the School Town of its obligation to make payment for the services of the School Resource Officer programs actually provided by the Town.

15. This Interlocal Agreement may be executed in several counterparts, each of which when so executed shall be deemed to be an original, and such counterparts, together, shall constitute but one and the same instrument, which shall be sufficiently evidenced by any such original counterpart.

16. Before this agreement takes effect, it must be recorded with the Office of the Lake County Recorder. No later than sixty (60) days after it takes effect and is recorded; the agreement must be filed with the Office of the State Board of Accounts for audit purposes, all pursuant to I. C.36-1-7-6.



**Participant Counterpart**

**EFFECTIVE DATE.** This agreement shall be effective after the same has been ratified by each of the participating entities by Ordinance or Resolution all pursuant to I.C.36-1-7-2.

**IN WITNESS WHEREOF,** the parties have caused this Interlocal Agreement to be executed in their names and on their behalf as of the date first written above.

**TOWN OF HIGHLAND, INDIANA**  
3333 Ridge Road, Highland, Indiana 46322

Through its Town Council

By: \_\_\_\_\_  
Philip Scheeringa, Town Council President

Attest:

\_\_\_\_\_  
Mark Herak,  
Clerk-Treasurer

Participant Execution Date: \_\_\_\_\_

Approved as to Legality and Form:

\_\_\_\_\_  
John P. Reed, Attorney

**Participant Counterpart**

**EFFECTIVE DATE.** This agreement shall be effective after the same has been ratified by each of the participating entities by Ordinance or Resolution all pursuant to I.C. 36-1-7-2.

**IN WITNESS WHEREOF,** the parties have caused this Interlocal Agreement to be executed in their names and on their behalf as of the date first written above.

**SCHOOL TOWN OF HIGHLAND, INDIANA**  
9145 Kennedy Avenue, Highland, Indiana 46322

Through its Board of Trustees

By: \_\_\_\_\_  
Victor Garcia, President

Attest:

\_\_\_\_\_  
Allencia Ballard, Secretary

Participant Execution Date: \_\_\_\_\_

Approved as to Legality and Form:

\_\_\_\_\_  
Rhett L. Tauber, Attorney

Exhibit A

**Assumed Cost for School Resource Officer  
2024-2025  
Exhibit**

|                                                                | 2024                 | 2025                 |
|----------------------------------------------------------------|----------------------|----------------------|
| <b>Salary</b>                                                  |                      |                      |
| Base Salary Corporal                                           | \$ 81,455.40         | \$ 85,528.17 *       |
| Assigned officer's longevity                                   | \$ 2,059.00          | \$ 2,184.00 #        |
| One Time Pay Premium                                           |                      |                      |
|                                                                | <b>\$ 83,514.40</b>  | <b>\$ 87,712.17</b>  |
| <b>Subtotal:</b>                                               |                      |                      |
| <b>Benefits</b>                                                |                      |                      |
| Medical Insurance (Family coverage)                            | \$ 33,100.92         | \$ 36,411.01 **      |
| Employer Contribution to Health Savings Account                | \$ 3,092.00          | \$ 3,092.00          |
| Dental Insurance                                               | \$ 1,571.04          | \$ 1,728.14 **       |
| Life Insurance (.140 per \$1000 of gross payroll, up to \$50k) | \$ 84.00             | \$ 92.40 **          |
| AD&D (.02 per \$1000 of gross payroll, up to \$50k)            | \$ 12.00             | \$ 13.20             |
| Dependent life insurance coverage (\$1.50/mo)                  | \$ 18.00             | \$ 19.80             |
| Medicare                                                       | \$ 1,210.96          | \$ 1,271.83          |
| Employer Contribution to PERF                                  | \$ 15,114.01         | \$ 16,063.58 ***     |
| Workers Compensation Insurance (2.06/\$100 salary)             | \$ 1,720.40          | \$ 1,805.87          |
| Law Enforcement Liability Insurance (no discrete premium)      |                      |                      |
|                                                                | <b>\$ 55,923.33</b>  | <b>\$ 60,498.83</b>  |
| <b>Subtotal Benefits:</b>                                      |                      |                      |
|                                                                | <b>\$ 139,437.73</b> | <b>\$ 148,211.00</b> |
| <b>Grand Total:</b>                                            |                      |                      |

Instruction Days: 180  
School Year Days: 260

|                           | 2024                                  | 2025            |
|---------------------------|---------------------------------------|-----------------|
|                           | <i>Daily rate based upon 260 days</i> |                 |
| ** Assumes a 10% increase | \$ 536.30                             | \$ 570.04       |
|                           | First Semester                        | Second Semester |

School Compensation for 2024-2025 School Year:

|                                                                                 |           |                          |
|---------------------------------------------------------------------------------|-----------|--------------------------|
| FIRST SEMESTER: 2024 Days Instruction in School = 90 based upon school calendar |           |                          |
| Daily rate: =(Total Salary for Year/260)                                        | \$ 536.30 | Semester 1: \$ 48,266.90 |
| SECOND SEMESTER: 2025 Days Students are in School = 90                          |           |                          |
| Daily rate: =(Total Salary for Year/260)                                        | \$ 570.04 | Semester 2: \$ 51,303.81 |

|                                                         |                                   |
|---------------------------------------------------------|-----------------------------------|
| *** PERF PUBLIC SAFETY Employer is 20.3% 1/1/25         | <b>School Total: \$ 99,570.71</b> |
| on the 1st Class Patrol Officer plus 20 years longevity |                                   |
| 1st Installment Due by December 31, 2024:               | <b>\$ 49,785.36</b>               |
| 2nd Installment Due by June 30, 2025:                   | <b>\$ 49,785.36</b>               |

A 5% change in the basic bi-weekly salary is contemplated in this initial calculation for 2025

**Exhibit B**

1. The SRO shall be considered a “school official” for purposes of assisting educators in maintaining a safe and effective learning environment. “School Official” status includes:
  - a. Conducting searches and seizures based on reasonable suspicion that a student is violating the law or rules of the school pursuant to federal law (New Jersey v. TLO, (469 US 325 (1985)) and Indiana law (Meyers v. State, 839 N.E. 2d 1154 (2005); D.L. v. State, 877 N.E. 2d 500 (2007); and T.S. v. State, 863 NE 2d 362 (2007)).
  - b. Preventing a campus crisis by intervening in misconduct that violates school rules that would, if ignored, place students, faculty, and staff at risk of harm. NOTE: Disciplining students is a School District responsibility. Nevertheless, the SRO will intervene and take the student(s) who violate school rules to the principal where school discipline can be meted out.
2. The SRO shall exchange relevant information with school officials pursuant to federal law (FERPA at CFR 99.31(a)(5)(i); 34 CFR 99.38) and Indiana law IC 31-39-9-1; IC 31-39-4-1; IC31-37-4-3) and cooperate with the Juvenile Court and other agencies that are concerned with juvenile crime prevention.
3. The SRO shall serve as a resource person between school personnel and law enforcement to maintain maximum school safety and security for students, staff, and faculty.
4. The SRO shall serve as a member of the guidance team/administrators and school safety teams. The Resource Officer shall work with faculty, administrators, staff, and faculty.
5. The SRO shall assist administrators, upon request, in tasks such as investigating theft, break-ins, assault, vandalism, drug/alcohol use or possession, and other occurrences where police intervention is either required or beneficial.
6. The SRO shall assist with supervision and resolution of students, youth or adults who loiter around school facilities.
7. The SRO shall assist in communication with parents/guardians.
8. The SRO shall participate in ongoing efforts to acquaint parents, students, and school personnel with his/her responsibilities.

**Claim and Invoice**  
**Please attach to an Accounts Payable Voucher**

This claim for payment is made upon the School Town of Highland, 9145 Kennedy Avenue, Highland, Indiana 46322, for services related and commonly referred to as *School Resource Officer*, provided to it by the Incorporated Town of Highland through its Metropolitan Police Department pursuant to the terms of a duly executed Intergovernmental Agreement, entered into by and between the School Town of Highland through its Board of Trustees and the Incorporated Town of Highland through its Town Council, dated **June 24, 2024** and approved by the School Board of Trustees on **June 18, 2024**.

Pursuant to the terms of the agreement, in consideration of payment in the amount of ninety-nine thousand, five hundred seventy dollars and seventy-one cents (\$99,570.71), services shall be rendered during the School Year, with the amount herein described to be paid in two (2) installments with the first installment payment being due on or before **January 30, 2025** and the second installment payment being due on or before **June 30, 2025**. (Section 2 of the Agreement)

Please let this serve as an invoice and application for payment of the installment for the School Year as indicated below:

**For the 2024-2025 School Year**

**Installment One** due on or before January 30, 2025: \$ 49,785.36

I hereby certify that the foregoing is just and correct, that the amount claimed is legally due after allowing all just credits and that no part of the same has been paid.

**Town of Highland • 3333 Ridge Road • Highland, Indiana 46322**

---

**Mark Herak**  
Town Clerk-Treasurer

Date: Friday, June 28, 2024

**Claim and Invoice**  
**Please attach to an Accounts Payable Voucher**

This claim for payment is made upon the School Town of Highland, 9145 Kennedy Avenue, Highland, Indiana 46322, for services related and commonly referred to as *School Resource Officer*, provided to it by the Incorporated Town of Highland through its Metropolitan Police Department pursuant to the terms of a duly executed Intergovernmental Agreement, entered into by and between the School Town of Highland through its Board of Trustees and the Incorporated Town of Highland through its Town Council, dated **July 8, 2024** and approved by the School Board of Trustees on **June 18, 2024**.

Pursuant to the terms of the agreement, in consideration of payment in the amount of ninety-nine thousand, five hundred seventy dollars and seventy-one cents (\$99,570.71), services shall be rendered during the School Year, with the amount herein described to be paid in two (2) installments with the first installment payment being due on or before **January 30, 2025** and the second installment payment being due on or before **June 30, 2025**. (Section 2 of the Agreement)

Please let this serve as an invoice and application for payment of the installment for the School Year as indicated below:

**For the 2024-2025 School Year**

**Installment Two** due on or before June 30, 2025: \$ 49,785.36

I hereby certify that the foregoing is just and correct, that the amount claimed is legally due after allowing all just credits and that no part of the same has been paid.

**Town of Highland • 3333 Ridge Road • Highland, Indiana 46322**

- x. **Discussion:** Accepting and ratifying the proposal of Alpine Amusement. Alpine Amusement Company, Incorporated to furnish, present, operate rides, concessions and attraction services for the Town of Highland, associated with the various festivities, a three (3) year contract at a 27% of gross receipts. (still waiting to hear back from the vendor)

Attorney Reed advised that the owner of Alpine Amusement, Donnie Massie, did sign the agreement with the changes and now is ready for the Town Council to adopt the works board order approving of the three (3) year contract and authorizing the Town Council President to sign it.

Councilor Black asked Attorney Reed if there was an alternative proposal regarding the operation of the ticket booth. Under the present agreement, Alpine Amusement would handle the ticket booth sales, reducing the percentage to the Town from 30% to 27%. In previous years, the HCCE would operate the ticket booth with volunteers. They were able to manage it in the past.

Attorney Reed said he only had the version with 27%. He added, the HCCE said they weren't going to do it because they couldn't get volunteers.

Councilor Robertson said this is a little late in the ball game to find volunteers with two (2) weeks to go before the festival.

Councilor Black countered and said, I realize it is late in the ball game but I've been asking for an alternate to the proposed contract for several weeks. He asked the Clerk-Treasurer how much revenue will be lost if the amusement operator runs the ticket booth. He was advised roughly \$6,000.

Councilor Turich echoed Councilor Black's comments . He said Councilor Black has been asking now for several weeks at public meetings to have two (2) alternates. How do we make this happen in the future he said? He also pointed out that every other committee within the Town reports to a department. The HCCE is the only one that doesn't.

Councilor Robertson said he didn't disagree with Councilor Black but the Council has had the Alpine contract for several weeks, giving the Council ample time to discuss. The contract has been sitting in limbo. If this was the direction the Council wanted to go, there was ample opportunity to discuss with the HCCE.

Councilor Black then asked why adopt a three (3) contract in light of our discussion. He asked why not go with one (1) year and discuss the alternate for next year?

Attorney Reed said I don't think Alpine cares either way. My personal belief is that they would prefer not having to do it as they have to hire additional workers. I think they are flexible and if next year we want the HCCE to run the ticket booth, I don't think they'll object. He thought the lines would move more quickly with his workers working, as they work festivals all of the time. It also frees up the HCCE to concentrate on other areas of the festival, like the beer garden. He said he will prepare an addendum creating another alternative having the HCCE running the ticket booth.

The Council President advised to place the item on the agenda for the June 24, 2024 plenary meeting.

**Town of Highland  
Board of Works  
Order of the Works Board 2024-26**

**AN ORDER OF THE WORKS BOARD ACCEPTING AND RATIFYING THE PROPOSAL OF ALPINE AMUSEMENT COMPANY, INCORPORATED TO FURNISH, PRESENT, AND OPERATE RIDES, CONCESSIONS, AND ATTRACTIONS SERVICES FOR THE TOWN OF HIGHLAND, ASSOCIATED WITH INDEPENDENCE DAY AND BBQ FESTIVITIES.**

**WHEREAS**, THE TOWN OF HIGHLAND, AS PART OF ITS EXERCISE OF PUBLIC POWERS RELATED TO CULTURE AND RECREATION, GENERALLY CONFERRED IN IC 36-10-2, NOW DESIRES TO CELEBRATE THE AUTUMN SEASON, WITH APPROPRIATE FESTIVALS;

**Whereas**, The Clerk-Treasurer, pursuant to Section 3.05.050 (D)(9) of the HMC, serves as the Purchasing Agent for any department or office for which an agent is not otherwise expressly provided, and for all executive departments of the municipality; and

**Whereas**, The Town Council as the Works Board, pursuant to Section 3.05.030 (A) of the HMC, serves as the Purchasing Agent for any department or office for which an agent is not otherwise expressly provided, and for all executive departments of the municipality;

Whereas, The *Alpine Amusement Company, Incorporated* of Naperville, Illinois has presented to the Community Events Commission a proposed agreement to *Furnish, Present, and Operate Rides, Concessions, and Attractions* services for the Town of Highland to be conducted during the annual Independence Day Festivals;

Whereas, The Community Events Commission favorably recommends to the purchasing agency, the approval of the proposed agreement for to *Furnish, Present, and Operate Rides, Concessions, and Attractions* services to the Town of Highland to be conducted on and around Independence Day, with for five days starting July 3rd and ending July 7<sup>th</sup>, 2024;

Whereas, The Community Events Commission further favorably recommends to the purchasing agency, the approval of the proposed agreement for to *Furnish, Present, and Operate Rides, Concessions, and Attractions* services to the Town of Highland to be conducted on and around Independence Day, with dates to be determined for the years 2025, and 2026 as amended;

**Whereas**, These professional services owing to their unique requirements and character, as a service, may be purchased in a manner that is determined to be reasonable, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

**Whereas**, The contact *involves a value that could exceed fifteen thousand dollars*, and is for a term of more than one year in duration, so pursuant to HMC Section 3.05.040(C), it requires the express approval of the purchasing agency;



**Whereas,** The purchase of services will be supported by the Special Events Non-reverting Fund of the Town and there is and will be sufficient appropriation or resources in order to support the purchase of services; and,

**Whereas,** The Town Council now desires to approve, authorize and allow the purchase of services pursuant to the terms stated herein,

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, as follows:

**Section 1.** That the proposal *Furnish, Present, and Operate Rides, Concessions, and Attractions* services of **Alpine Amusement Company, Incorporated**, 2648 Wild Timothy Road, Naperville, Illinois, 60564, prepared and presented by its proper representative, which includes furnishing of services for particular dates in 2024 and for dates to be determined, for 2025 and 2026 according to the written terms set forth in the proposal, is hereby accepted, approved and adopted in every respect, provided that **Alpine Amusement Company, Incorporated** complies with the provisions of IC 22-5-1.7 et seq., and completes the relevant portions of the attached exhibit styled as Addendum for e-verify, subject to the following:

(A) That the proposal changes its provisions to reflect the increase in public liability to \$5,000,000 and with the Town of Highland being named a co-insured and being indemnified;

(B) That the proposal specifically names the Town of Highland as an additional insured on a primary, non-contributory basis and include a waiver of subrogation in favor of the Town of Highland to the general liability policy;

(C) That there be also an auto liability limit of \$1,000,000 and that the vendor will carry workers compensation coverage equal to the state statutory limits.

**Section 2.** That the payments to the Town of Highland by Alpine of \$200 for each concession booth to be operated on the grounds and the payment of twenty-seven percent (27%) of the gross receipts of monies derived from the sale of admission tickets for various attractions and rides is found to be reasonable and fair for the services and frequencies described;

**Section 3.** That the Town Council finds and determines that the manner of purchase for these professional services owing to their unique requirements and character as a service, is both reasonable and appropriate, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

**Section 4.** That the Clerk-Treasurer is hereby authorized to issue a purchase order, if applicable, to **Alpine Amusement Company, Incorporated** and to execute all documents necessary to implement the purchase of services thereof;

Section 5. That the proper officers of the municipality are hereby authorized to identify the several funds of the municipality that may be lawfully expended in order to support and implement the purchase of these services.

**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 24th day of June 2024 having passed by a vote of in favor and opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

---

Philip Scheeringa, President (IC 36-5-2-10)

**Attest:**

---

Mark Herak  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

# ALPINE AMUSEMENT CO. INC.

2648 Wild Timothy Rd. Naperville, IL 60564

Phone: 630-922-3188

Fax: 630-922-0589

This agreement made this 11<sup>th</sup> day of March, 2024, by and between Alpine Amusement Co., Inc., Party of the First Part and Highland Parks & Recreation, Party of the Second Part. Second Part agrees to furnish a location for the erection and operation of a combination of rides, shows and concessions known as Alpine Amusement Co., Inc. Party of the Second Part also agrees to furnish and pay for any tax, permits or licenses that may be required for operation, and for all water, lot and street privileges necessary for operating, conducting, and placing of all attractions and concessions (the location must be agreeable and acceptable to the Party of the First Part).

Party of the First Part further agrees to furnish all electrical connections and electric current necessary for the power and illumination of all rides, shows and concessions. Said current to be for operating hours and to be supplied until all attractions are dismantled at the close of the engagement. Party of the First Part also agrees to furnish Uniformed Ride Attendants, Foreman on Festival grounds at all times, All ticket boxes and coupons for ride admittance and \$5,000,000 aggregate public liability and property damage certificate of insurance. (Alpine Amusement Co. is not liable for your employees and volunteers).

Party of the Second Part also agrees to have location, electrical service and water available Tuesday before event. If streets are used for location of said attractions, Party of the Second Part agrees to have them closed to traffic and parking no later than 12:01 A.M. Tuesday before event.

IN CONSIDERATION OF THE ABOVE, Party of the First Part agrees to furnish, present and operate rides, concessions, and attractions at Main Square Park for a period of 5 days, starting July 3, 2024 and ending July 7<sup>th</sup>, 2024 for an event to be known as 4<sup>th</sup> OF JULY FESTIVAL. To pay the Second Part the sum of \$200 for each concession or booth operated on the grounds during the engagement. Any concession closed or unable to operate shall pay pro rata for actual days operated. To pay the Party of the Second Part 27% of the gross receipts from monies derived from the sale of admission tickets at the various attractions and rides.

The settlement of the concessions and booths, and the percentage on the attractions and rides shall be made on the closing of the engagement.

Highland Parks & Recreation Festival Committee is responsible for the following services:

- \*The handling for all festival advertising and promotion
- \*Sufficient police protection and security
- \*A 24 hour access to sanitary toilet facilities, starting Monday morning
- \*Trash receptacles for midway clean-up operation
- \*Parking area for semi-trailers, trucks and travel trailers

\*A 24 hour access to water and electric for sanitary conditions, starting  
Monday morning

REMARKS: This is a 3 year contract for years 2024, 2025, and 2026. The dates of the festival to be determined for years 2024 through 2026. Alpine Amusement Co will provide ticket sellers. Alpine Amusement Co will provide a sales report for each day.

UNLIMITED RIDE SPECIAL \$30.00/PERSON PER DAY ; Last Blast \$25 per person last day 5-8PM  
( Days and hours of special to be determined at later date )  
Hours of event will be: TBD

**IT IS FURTHER UNDERSTOOD AND AGREED:**

Party of the First Part assumes no liability for any accident that might be caused by streets or other locations being left open to local traffic or parking during erection, dismantling, or operation of equipment or to trespassers while equipment is not in operation. Party of the Second Part agrees to indemnify and hold harmless the Party of the First Part for any defects relating to the condition of the grounds.

It is understood and agreed that there shall be no other riding devices, shows, attractions, or concessions (including confections to be known as popcorn, cotton candy, funnel cakes, corn dogs, snow cones, nachos, coke and other soft drinks other than those furnished by Alpine Amusement Co., Inc. except those furnished by the Party of the Second Part (and those agreed upon, prior to the event).

That there is no other contract or promise expressed or implied, written or verbal. That should any other or additional agreement become necessary, the same shall be void unless reduced to writing and signed by the parties hereto.

That this agreement in part or entirety is subject to strikes, suspension of electric service, failure of transportation facilities, Government decrees, fire, floods, wrecks, tornadoes, war, riots, public demonstrations, or other good and sufficient reasons beyond the control of either party hereto. Both parties agree to work together to make this event a success.

IN WITNESS WHEREOF, we set our hands and seals in good faith this 11<sup>th</sup> day of March, 2024.

Highland Parks & Recreation  
INC.

ALPINE AMUSEMENT CO.,

By: \_\_\_\_\_  
Party of the Second Part

By: \_\_\_\_\_  
Party of the First Part

Void if not returned by March 31, 2024.

**CLAUSE (ADDENDUM) and AFFIDAVIT ADDENDUM TO BE ADDED TO  
CONTRACT FOR SERVICES TO BE PROVIDED TO TOWN OF HIGHLAND  
(as required by I.C. 22-5-1.7 -11, effective July 1, 2011)**

**Verification of Work Eligibility Status**

1. \_\_\_\_\_ of ALPINE AMUSEMENT COMPANY, INC., , 2648 Wild Timothy Road, Naperville, Illinois 60564, (hereinafter called "Contractor") understands and agrees that:

(A) It is required to enroll in and verify the work eligibility status of all employees hired after the date of this contract though the E-Verify program.

(B) This requirement shall be waived if the E-Verify program ceases to exist. For the purposes of this paragraph, the "E-Verify program" means the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s. 403(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and control Act of 1986 (P.L. 99-603); and

2. An authorized representative of the Contractor has signed the attached affidavit concerning the employment of unauthorized aliens.

*This contract clause is developed pursuant to SEA 590 codified as IC 22-5-1.7-11 (a)(1).*

\_\_\_\_\_  
*Proper Officer*

*Title:*

*Date:* \_\_\_\_\_



- x. Discussion: Works Board Order No. 2024-33: An Order of the Works Board Authorizing and Approving an Agreement between Illiana A.T.M. and the Town of Highland for providing ATM machines and Operational Support and Related Services with the Town of Highland's, Independence Day Festivities.

Attorney Reed advised that he had reviewed the contract from Illiana A.T.M. and has no problem with it. He said the agreement is now ready for the Town Council to adopt the works board order approving of the contract and authorizing the Town Council President to sign it.

The Council President advised to place the item on the agenda for the June 24, 2024 plenary meeting.

**Town of Highland  
Board of Works  
Order of the Works Board 2024-33**

**AN ORDER OF THE WORKS BOARD AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN ILLIANA A.T.M AND THE TOWN OF HIGHLAND FOR ATM MACHINES AND OPERATIONAL SUPPORT AND RELATED SERVICES ASSOCIATED WITH THE TOWN OF HIGHLAND'S 2024 INDEPENDENCE DAY FESTIVITIES.**

**Whereas**, The Town of Highland, as part of its exercise of public powers related to culture and recreation, generally conferred in IC 36-10-2, annually marks the anniversary of the Nation's declaration of Independence with appropriate festivals including live musical performance as entertainment;

**Whereas**, Illiana A.T.M. , 6932 Knickerbocker Parkway, Hammond, Indiana, 46323, has presented to the Town of Highland a proposed agreement for ATM Machines and operational support and related services for the Town of Highland's 2023 Independence Day Festivities;

**Whereas**, It is recommended to the purchasing agency, the approval of the proposed agreement for ATM Machines and operational support and related services associated with Town of Highland's 2024 Independence Day Festival as submitted by Illiana A.T.M.;

**Whereas**, These professional services owing to their unique requirements and character, as a service, may be purchased in a manner that is determined to be reasonable, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

**Whereas**, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(1) of the HMC serves as purchasing agency for the Municipality and its executive departments except those executive

departments which are expressly subject to the purchasing authority of a relevant governing board of jurisdiction;

**Whereas**, The Town of Highland, through its Town Council now desires to accept and approve the agreement for services pursuant to the terms stated herein,

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, as follows:

**Section 1.** That the proposal/agreement incorporated by reference and made part of this Order) between Illiana A.T.M., 6932 Knickerbocker Parkway, Hammond, Indiana 46323, prepared and presented by its principal, Bobby Lendi, and the Town of Highland, to provide ATM Machines and operational support and related services for the Town of Highland's 2024 Independence Day Festival, is hereby accepted, approved and adopted in each respect;

**Section 2.** That the Town Council finds and determines that the manner of purchase for these professional services owing to their unique requirements and character as a service, are both reasonable and appropriate, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

**SECTION 3.** THAT THE TOWN COUNCIL PRESIDENT IS HEREBY AUTHORIZED AND DIRECTED TO EXECUTE THE AGREEMENT APPROVED BY THIS ORDER WITH THE TOWN COUNCIL PRESIDENT'S SIGNATURE AS ATTESTED THERETO BY 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 24th day of June 2024, having passed by a vote of in favor and opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

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Philip Scheeringa, President (IC 36-5-2-10)

Attest:



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Mark Herak  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-2-10.2;IC 36-5-6-5)

**AUTOMATIC TELLER MACHINE ("ATM") AGREEMENT**

This Exclusive ATM Agreement (hereinafter referred to as the "Agreement"), is made and entered into this day, by and between Illiana A.T.M. at (hereinafter referred to as the "Owner") and on behalf of \_\_\_\_\_ (hereinafter referred to as "Merchant") for the property described herewith, (hereinafter referred to as "Premises").

In consideration of the mutual covenants contained herein the Owner and Merchant hereby agree as follows:

1. The Owner shall have and is hereby granted exclusive right to install and maintain Two (2) ATMs (hereinafter referred to as "ATMs"), on the Premises and, except as otherwise provided herein, to provide all service and maintenance with regard to said ATMs. Owner shall obtain permission from Merchant in advance of any advertising of ATM, which permission shall not be unreasonably withheld.
2. Merchant specifically acknowledges, understands and agrees that the ATMs and any equipment related, shall be located on the Premises.
3. The Owner agrees to pay to Merchant to operate its ATMs: \$1.00 per surcharged transaction
4. Merchant agrees to provide at ATMs location, a 110 V electric outlet, necessary for the operation of said ATMs.
5. Merchant agrees to provide the Owner access to the Premises during business hours necessary to install, repair or maintain the ATMs (including the right to replenish cash, paper and other related supplies.) Owner agrees that it will provide all cash inventory to the ATM.
6. Merchant acknowledges, understands and agrees that neither Merchant nor any other individual or entity shall install, operate, manage, allow or maintain any other ATMs nor related equipment on the Premises other than the ATMs of the Owner as provided herein.
7. The term of this Agreement shall be July 3<sup>rd</sup>, 2024 through July 7<sup>th</sup>, 2024
8. At all times, all ATMs located on or about the Premises, and the contents contained therein, and related equipment, wiring and accessories shall be and remain the sole and exclusive property of the Owner and that the ATM and the cash inventory in the ATM shall not be part of the Merchant's bankruptcy estate.

Memorandum of Meeting  
Monday, June 17, 2024

9. Merchant shall promptly notify the Owner, in writing, of any closure or relocation of Merchant's business at the Premises, at least (30) days in advance of such closure or relocation. Owner may sell or assign its interest and rights under the Agreement without notice. Any assignee or transferee shall have all of the rights and responsibilities of Owner hereunder.


10. All disputes arising under this Agreement will be resolved in the State of Indiana, County of Lake.

11. This Agreement may be executed by facsimile copy and that such facsimile shall be deemed to be an original executed original.

12. The parties represent and warrant to each other that they have read this Agreement in its entirety and that they understand all terms and conditions of this Agreement.

ACCEPTED AND AGREED TO as of this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by the undersigned parties.

OWNER:

By:  Illiana A.T.M.  
Printed Name: Robert Lendi

MERCHANT:

By: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

x. **Discussion:** Consideration of Proposed Additional Appropriations: (controlled and non- controlled funds): Proposed Additional Appropriations in Excess of the 2024 Budget for the Municipal Cumulative Street Fund in the amount of \$40,000.

The Council President advised to place the item on the agenda for the June 24, 2024 plenary meeting.



**AFFIDAVIT OF PUBLICATION**

Northwest Indiana Times  
601 W. 45th Ave.  
(219) 933-3333

State of Texas, County of Bexar, ss:

I, Samantha Pryor, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Northwest Indiana Times, a publication that is a "legal newspaper" as that phrase is defined for the city of Munster, for the County of Lake, in the state of Indiana, that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates:

Publication Dates:  
• Jun 10, 2024

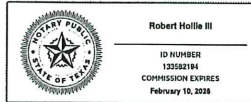
Notice ID: EmnPMRMKEH9SuXwO3gfz  
Publisher ID: 105064  
Notice Name: Municipal Cumulative Street Fund Notice  
Publication Fee: \$25.39

*Samantha Pryor*

Agent

**VERIFICATION**

State of Texas  
County of Bexar



Signed or attested before me on this: 06/10/2024

*[Signature]*

Notary Public

Electronically signed and notarized online using the Proof platform.

**TOWN OF HIGHLAND  
NOTICE TO TAXPAYERS OF PRO-  
POSED ADDITIONAL  
APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 24th day of June 2024, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

Municipal Cumulative Street Fund

Acct. 4431-0000-44010  
Sidewalk Replacement \$40,000.00

Total 400 Series: \$40,000.00  
TOTAL for the FUND: \$40,000.00

Funds to support these additional appropriations in the Municipal Cumulative Street Fund shall be supported by miscellaneous revenue, unreserved unbudgeted fund balance on deposit to the credit of the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.  
TOWN COUNCIL OF HIGHLAND  
Philip Scherling, President

By: Mark Herak  
Clerk-Treasurer  
6/10 - 105064

HSPAXLP

**Town of Highland  
Appropriation Enactment  
Enactment No. 2024-11**

**AN ENACTMENT APPROPRIATING ADDITIONAL MONIES IN EXCESS OF THE ANNUAL BUDGET  
for the MUNICIPAL CUMULATIVE STREET FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-  
5-3-5.**

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Municipal Cumulative Street Fund**;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Municipal Cumulative Street Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

|                                                |                    |
|------------------------------------------------|--------------------|
| Municipal Cumulative Street Fund               |                    |
| Acct. No. 4431-0000-44010 Sidewalk Replacement | \$40,000.00        |
| <i>Total 400 Series:</i>                       | \$40,000.00        |
| <b>Fund Total:</b>                             | <b>\$40,000.00</b> |

**Section 2.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

**Section 3.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on 24<sup>th</sup> day of June 2024. Consideration on same day or at same meeting of introduction sustained a vote of in favor and opposed, pursuant to IC 36-5-2-9.8.

Memorandum of Meeting  
Monday, June 17, 2024

**DULY ORDAINED AND ADOPTED** this 24th Day of June 2024, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of    in favor and opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

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Philip Scheeringa, President (IC 36-5-2-10)

**ATTEST:**

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**Mark Herak**  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**x. Discussion:** Authorize the proper officer to publish legal notice of a public hearing. Public hearing to considering additional appropriations in the amount of \$19,000 in the Corporation General Fund to be held on July 8, 2024, at 6:30 P.M. O'clock in the Municipal Building, 3333 Road Highland. (Account 1101-009-1132 – OPO/Seat Belt)

The Council President advised to place the item on the agenda for the June 24, 2024 plenary meeting.

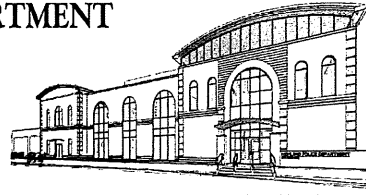
Memorandum of Meeting  
Monday, June 17, 2024



**HIGHLAND POLICE DEPARTMENT**

3315 RIDGE ROAD  
HIGHLAND, IN 46322-2097  
(219) 838-3184

RALPH J. POTESTA, CHIEF OF POLICE



June 12, 2024

Mark Herak, Clerk-Treasurer  
Town of Highland

Dear Mark,

The Highland Police Department is requesting an additional appropriation in the amount of \$19,000.00 for the General Fund Account (1101-009-11.32) titled as the OPO/Seat Belt/Citli line. This should cover thru the years end for this Grant. Monies have been deposited and receipted.

We appreciate your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Potesta".

Ralph J Potesta, Chief  
Highland Police Department



**Town of Highland • Office of the Town Clerk-Treasurer**  
Highland Municipal Building • 3333 Ridge Road • Highland, Indiana 46322

Thursday June 21, 2024

ATTENTION LEGAL NOTICES

Ms. Nicole Muscari  
Amanda Koepp  
Christina Palama  
Customer Service Representative  
The Times  
601- 45th Avenue  
Munster, Indiana 46321

*Sent Via Facsimile & Electronic Transmission*

Re: Legal Notice for Hearing on Proposed Additional Appropriations in the General Fund

Dear Nicole Muscari, Amanda Koepp, Christina Palma:

Hello. Attached, please find one (1) notice for a public hearing regarding proposed additional appropriations in General Fund as indicated. Please publish this notice **one (1) time** in satisfaction of I.C. 6-1.1-18-5 *et seq.* and I.C. 5-3-1-2(b). *I have also sent this request by electronic mail.*

The enclosed notice should be published *on or before Wednesday, June 26, 2024.* As always, please *send two (2)* proofs of publication for our files. We should have these proofs as soon as possible following their publication in order to permit the Town Attorney to review them prior to the hearing. Our hearing is set for *Monday, July 8, 2024.*

If you have any questions, please feel free to contact me. Thank you for the processing of these requests. Also, if you will, please confirm your receipt by emailing me [mherak@highland.in.gov](mailto:mherak@highland.in.gov).

Again, I thank you very much.

Sincerely,

Mark Herak  
Clerk-Treasurer  
Enclosure:  
(1) Notice for General Fund



Memorandum of Meeting  
Monday, June 17, 2024

Authorizing the proper officer to publish legal notice of a public hearing: Public Hearing to consider additional appropriations in the amount of \$19,000.00 in the in the General Fund.

**TOWN OF HIGHLAND  
NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL  
APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 8th day of July 2024, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

|                                                         |                           |
|---------------------------------------------------------|---------------------------|
| General Fund                                            |                           |
| Acct. 1101-0009-111.32 General Fund – OPO Seat Belt/OWI | \$19,000.00               |
| <b>Total 100 Series:</b>                                | <b>\$19,000.00</b>        |
| <b>TOTAL for the FUND:</b>                              | <b><u>\$19,000.00</u></b> |

Funds to support these additional appropriations in the General Fund shall be supported by miscellaneous revenue, unreserved unobligated fund balance on deposit to the credit of the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

**TOWN COUNCIL of HIGHLAND**  
Phillip Scheeringa, President

By: Mark Herak  
Clerk-Treasurer

- x. **Discussion:** The U.S. Department of Labor's (DOL's) Fair Labor Standards Act's two-part increase  
effective July 1, 2024 going from \$35,568 to \$43,888  
effective January 1, 2025 going to \$58,656  
Park & Recreation Supervisors currently at \$45,254.30
  
- x. **Discussion:** Proposed pay restructuring by the Public Works Director for certain positions within the Public Works Department (Agency)

Public Works Director Knesek had previously passed the job descriptions. He had planned on redoing them for some time. They were last revised in 1993. He said he is starting to lose people to other towns. He said he sent to the Council what the salaries other towns are paying. We have driver categories of A,B,C. In order for a C driver to move up, either an A or B driver needs to quit. He said under his proposal, the 1<sup>st</sup> year drivers will come in making more money. He established ranges so that by year 5, everyone driver will be making the day, with the exception of longevity. He said the whole purpose is we want to get people in the door and once we hire them to retain them. It is very aggravating to train someone and then they leave to another town and make a lot more money. He said the money is already in our budget and were even saving money by the retirement of Mike Pipta. He said the lower paid employees are receiving the higher increases and the higher paid employees are receiving the lower increases. passed out previously

The Council President advised to place the item on the agenda for the June 24, 2024 plenary meeting.

Memorandum of Meeting  
Monday, June 17, 2024

| Current Wage Scale               |            | Proposed Wage Scale              |          |
|----------------------------------|------------|----------------------------------|----------|
| Asst. Public Works Director      | \$3,419.48 |                                  |          |
| Custodian(1)                     | \$17.97    |                                  |          |
| Dispatch Clerk                   | \$19.74    |                                  |          |
| Mechanic(2)                      | \$24.06    |                                  |          |
| Senior Mechanic(1)               | \$25.28    |                                  |          |
| Operations Director              | \$3,419.48 |                                  |          |
| Public Works Director            | \$4,059.94 |                                  |          |
| Lead Pump Station Oper(1)        |            |                                  | 1st Year |
| Pump Station Oper(1)             | \$23.10    | Custodian(1)                     | \$16.30  |
| Sign and Traffic Control Tech(1) | \$22.20    | Lead Pump Station Oper(1)        | \$27.33  |
| Sr Utility Tech(1)               | \$26.75    | Mechanic(2)                      | \$23.10  |
| Street Sweeper Oper(1)           | \$23.68    | Pump Station Oper(1)             | \$23.91  |
| Supervisor Maintenance           | \$2,725.86 | Secretary(1)                     | \$20.08  |
| Supervisor Streets               | \$2,725.86 | Senior Mechanic(1)               | \$24.90  |
| Supervisor Water & Sewer         | \$2,725.86 | Sign and Traffic Control Tech(1) | \$22.25  |
| Utility Wkr A(3)                 | \$19.39    | Sr Utility Tech(1)               | \$25.05  |
| Utility Wkr B(3)                 | \$16.66    | Street Sweeper Oper(1)           | \$22.25  |
| Utility Wkr/Driver A(4)          | \$25.61    | Utility Wkr(4)                   | \$18.00  |
| Utility Wkr/Driver B(3)          | \$22.88    | Utility Wkr/Driver(9)            | \$23.90  |
| Utility Wkr/Driver C(2)          | \$20.15    | Utility Wkr/EO(5)                | \$25.65  |
| Utility Wkr/EO A(3)              | \$26.75    |                                  |          |
| Utility Wkr/EO B(2)              | \$26.18    |                                  |          |

| Current Job Classification       | Sup. | Name               | Hire Date  | Years |
|----------------------------------|------|--------------------|------------|-------|
| Utility Wkr/EO(5)                | AK   | Apps, James        | 11/17/2019 | 4.60  |
| Utility Wkr/Driver(9)            | AK   | Arnold, Grant      | 4/30/2019  | 5.14  |
| Utility Wkr(4)                   | BB   | Bertossi, Joshua   | 5/14/2024  | 0.11  |
| Senior Mechanic(1)               | JM   | Cashman, Bart      | 2/26/2001  | 23.32 |
| Utility Wkr/Driver(9)            | BB   | Chievruue, Tyler   | 1/17/2023  | 1.43  |
| Utility Wkr/Driver(9)            | BB   | Curran, Brendan    | 11/29/2020 | 3.56  |
| Custodian(1)                     | AK   | Gardner, Sylvester | 5/23/2011  | 13.08 |
| Utility Wkr/EO(5)                | BB   | Geary, Chris       | 6/9/2002   | 22.04 |
| Utility Wkr/Driver(9)            | AK   | Glza, David        | 1/11/2023  | 1.45  |
| Utility Wkr/Driver(9)            | BB   | Harrison, Nicholas | 12/10/2023 | 0.53  |
| Pump Station Oper(1)             | MP   | Hood, Steven       | 5/16/2022  | 2.10  |
| Utility Wkr/Driver(9)            | BB   | Klocek, Dylan      | 12/15/2019 | 4.52  |
| Utility Wkr/Driver(9)            | AK   | Kotodziej, Matthew | 9/8/2019   | 4.79  |
| Utility Wkr/Driver(9)            | AK   | Massey, Adam       | 5/9/2016   | 8.12  |
| Utility Wkr/EO(5)                | BB   | Matusik, Sean      | 1/2/2008   | 16.47 |
| Secretary(1)                     |      | McKnight, Sandy    | 4/25/2021  | 3.16  |
| Utility Wkr(4)                   | BB   | Pizzuto, Dennis    | 9/2/2012   | 11.81 |
| Mechanic(2)                      | JM   | Plucinski, Bill    | 12/28/2014 | 9.48  |
| Sr Utility Tech(1)               | AK   | Rastovsky, Kyle    | 11/20/2016 | 7.59  |
| Utility Wkr/EO(5)                | AK   | Ruzyccki, Robert   | 3/1/2017   | 7.31  |
| Sign and Traffic Control Tech(1) | BB   | Siple, Jeff        | 6/27/1995  | 28.99 |

Memorandum of Meeting  
Monday, June 17, 2024

|                           |    |                  |            |      |
|---------------------------|----|------------------|------------|------|
| Utility Wkr/EO(5)         | BB | Slifko, Timothy  | 10/25/2017 | 6.66 |
| Utility Wkr(4)            | AK | Spears, Austin   | 2/13/2024  | 0.36 |
| Lead Pump Station Oper(1) | MP | Teske, Brett     | 5/22/2017  | 7.08 |
| Utility Wkr/Driver(9)     | AK | Westerlund, Trey | 5/30/2017  | 7.06 |
| Street Sweeper Oper(1)    | BB | Williams, Lou    | 7/20/2015  | 8.92 |
| Mechanic(2)               | JM | Winget, Steven   | 11/13/2018 | 5.61 |

|                             |                 | Hire Date | Years |
|-----------------------------|-----------------|-----------|-------|
| Supervisor Streets          | Belt, Brian     | 4/15/1991 | 33.19 |
| Supervisor Water & Sewer    | Krestel, Aaron  | 10/8/2007 | 16.71 |
| Operations Director         | Gembala, Tim    | 6/8/1982  | 42.04 |
| Asst. Public Works Director | Webb, Kim       | 4/9/2018  | 6.20  |
| Public Works Director       | Knesek, Mark    | 1/4/1986  | 38.47 |
| Supervisor Maintenance      | Mourtides, John | 8/22/1990 | 33.83 |
| Supervisor Facilities       | Pipta, Mike     | 6/4/1987  | 37.05 |

Memorandum of Meeting  
Monday, June 17, 2024

|                       |                                         |
|-----------------------|-----------------------------------------|
| 0.50                  | 1.25 Certs. Included                    |
| Year 2-4      5 Years |                                         |
| \$16.80               | \$18.05                                 |
| \$27.83               | \$29.08 DSL/CT/Backflow                 |
| \$23.60               | \$24.85 CDL                             |
| \$24.41               | \$25.66 DSL/Backflow                    |
| \$20.58               | \$21.83                                 |
| \$25.40               | \$26.65 CDL                             |
| \$22.75               | \$24.00 MUTCD                           |
| \$25.55               | \$26.80                                 |
| \$22.75               | \$24.00                                 |
| \$18.50               | \$19.75 We already have 6 in the budget |
| \$24.40               | \$25.65                                 |
| \$26.15               | \$27.40                                 |

| Class. Date | Class. Years | Base Pay | Proposed |           | DSL(1.46) | CT(1.46) | Backflow(.75) |
|-------------|--------------|----------|----------|-----------|-----------|----------|---------------|
|             |              |          | Base Pay | Longevity |           |          |               |
| 11/17/2019  | 4.60         | \$26.75  | \$26.75  | \$0.24    |           |          |               |
| 4/30/2019   | 5.14         | \$22.88  | \$25.65  | \$0.29    |           |          |               |
| 5/14/2024   | 0.11         | \$16.66  | \$18.00  | \$0.00    |           |          |               |
| 2/26/2001   | 23.32        | \$25.28  | \$26.65  | \$1.20    |           |          |               |
| 1/17/2023   | 1.43         | \$22.88  | \$24.40  | \$0.09    |           |          |               |
| 11/29/2020  | 3.56         | \$25.61  | \$25.61  | \$0.19    |           |          |               |
| 5/23/2011   | 13.08        | \$17.97  | \$18.05  | \$0.69    |           |          |               |
| 6/9/2002    | 22.04        | \$26.75  | \$27.40  | \$1.16    |           |          |               |
| 1/11/2023   | 1.45         | \$20.15  | \$24.40  | \$0.09    |           |          |               |
| 12/10/2023  | 0.53         | \$20.15  | \$23.90  | \$0.00    |           |          |               |
| 5/16/2022   | 2.10         | \$23.10  | \$24.41  | \$0.14    |           |          | \$0.75        |
| 12/15/2019  | 4.52         | \$25.61  | \$25.61  | \$0.24    |           |          |               |
| 9/8/2019    | 4.79         | \$25.61  | \$25.61  | \$0.24    |           |          |               |
| 5/9/2016    | 8.12         | \$22.88  | \$25.65  | \$0.44    |           |          |               |
| 1/2/2008    | 16.47        | \$26.75  | \$27.40  | \$0.84    |           |          |               |
| 4/25/2021   | 3.16         | \$19.74  | \$20.58  | \$0.19    |           |          |               |
| 9/2/2012    | 11.81        | \$19.39  | \$19.75  | \$0.59    |           |          |               |
| 12/28/2014  | 9.48         | \$24.06  | \$24.85  | \$0.49    |           |          |               |
| 11/20/2016  | 7.59         | \$26.75  | \$26.80  | \$0.39    |           |          |               |
| 3/1/2017    | 7.31         | \$26.18  | \$27.40  | \$0.39    |           |          |               |
| 6/27/1995   | 28.99        | \$22.20  | \$24.00  | \$1.30    |           |          |               |

Memorandum of Meeting  
Monday, June 17, 2024

|            |      |         |         |        |        |        |        |
|------------|------|---------|---------|--------|--------|--------|--------|
| 10/25/2017 | 6.66 | \$26.18 | \$27.40 | \$0.34 |        |        |        |
| 2/13/2024  | 0.36 | \$16.66 | \$18.00 | \$0.00 |        |        |        |
| 5/22/2017  | 7.08 | \$23.10 | \$29.08 | \$0.39 | \$1.46 | \$1.46 | \$0.75 |
| 5/30/2017  | 7.06 | \$25.61 | \$25.65 | \$0.39 |        |        |        |
| 7/20/2015  | 8.92 | \$23.68 | \$24.00 | \$0.44 |        |        |        |
| 11/13/2018 | 5.61 | \$24.06 | \$24.85 | \$0.29 |        |        |        |

| Bi-Weekly  | Longevity | Total Bi-Weekly | Total Annual | Paid in 2024 | Proposed   | Diff.    | 16 Payrolls |
|------------|-----------|-----------------|--------------|--------------|------------|----------|-------------|
| \$2,725.86 | \$116.80  | \$2,842.66      | \$73,909.16  |              | \$2,998.45 | \$272.59 | \$4,361.38  |
| \$2,725.86 | \$67.20   | \$2,793.06      | \$72,619.56  |              | \$2,998.45 | \$272.59 | \$4,361.38  |
| \$3,419.48 | \$116.80  | \$3,536.28      | \$91,943.28  |              |            |          |             |
| \$3,419.48 | \$27.20   | \$3,446.68      | \$89,613.68  |              |            |          |             |
| \$4,059.94 | \$116.80  | \$4,176.74      | \$108,595.24 |              |            |          |             |
| \$2,725.86 | \$116.80  | \$2,842.66      | \$73,909.16  |              | \$2,998.45 | \$272.59 | \$4,361.38  |
| \$2,725.86 | \$116.80  | \$2,842.66      | \$73,909.16  | \$38,601.47  |            |          |             |

|                                       |                    |
|---------------------------------------|--------------------|
|                                       | \$13,084.13        |
|                                       | <u>\$28,163.20</u> |
| Pipta Wage Unspent <u>\$35,307.69</u> | <u>\$41,247.33</u> |
|                                       | \$21,261.71        |
|                                       | <u>\$56,326.40</u> |
|                                       | <u>\$77,588.11</u> |
|                                       | 41,080.00          |

Memorandum of Meeting  
Monday, June 17, 2024

| CDL(.75) | MUTCD(1)<br>.46) | Pay Rate | Proposed<br>Pay Rate | Difference | 13 Payrolls to<br>year-end | Proposed Annual<br>Wage |
|----------|------------------|----------|----------------------|------------|----------------------------|-------------------------|
|          |                  | \$26.99  | \$26.99              | \$0.00     | \$0.00                     | \$56,139.20             |
|          |                  | \$23.17  | \$25.94              | \$2.77     | \$2,880.80                 | \$53,955.20             |
|          |                  | \$16.66  | \$18.00              | \$1.34     | \$1,393.60                 | \$37,440.00             |
| \$0.75   |                  | \$27.23  | \$27.85              | \$0.62     | \$644.80                   | \$57,928.00             |
|          |                  | \$22.97  | \$24.49              | \$1.52     | \$1,580.80                 | \$50,939.20             |
|          |                  | \$25.80  | \$25.80              | \$0.00     | \$0.00                     | \$53,664.00             |
|          |                  | \$18.66  | \$18.74              | \$0.08     | \$83.20                    | \$38,979.20             |
|          |                  | \$27.91  | \$28.56              | \$0.65     | \$676.00                   | \$59,404.80             |
|          |                  | \$20.24  | \$24.49              | \$4.25     | \$4,420.00                 | \$50,939.20             |
|          |                  | \$20.15  | \$23.90              | \$3.75     | \$3,900.00                 | \$49,712.00             |
|          |                  | \$23.99  | \$24.55              | \$0.56     | \$582.40                   | \$51,064.00             |
|          |                  | \$25.85  | \$25.85              | \$0.00     | \$0.00                     | \$53,768.00             |
|          |                  | \$25.85  | \$25.85              | \$0.00     | \$0.00                     | \$53,768.00             |
|          |                  | \$23.32  | \$26.09              | \$2.77     | \$2,880.80                 | \$54,267.20             |
|          |                  | \$27.59  | \$28.24              | \$0.65     | \$676.00                   | \$58,739.20             |
|          |                  | \$19.93  | \$20.77              | \$0.84     | \$873.60                   | \$43,201.60             |
|          |                  | \$19.98  | \$20.34              | \$0.36     | \$374.40                   | \$42,307.20             |
| \$0.75   |                  | \$25.30  | \$25.34              | \$0.04     | \$41.60                    | \$52,707.20             |
|          |                  | \$27.14  | \$27.19              | \$0.05     | \$52.00                    | \$56,555.20             |
|          |                  | \$26.57  | \$27.79              | \$1.22     | \$1,268.80                 | \$57,803.20             |
|          | \$1.46           | \$24.96  | \$25.30              | \$0.34     | \$353.60                   | \$52,624.00             |

6/22/2024



Memorandum of Meeting  
 Monday, June 17, 2024

|        |  |         |         |        |             |                |
|--------|--|---------|---------|--------|-------------|----------------|
|        |  | \$26.52 | \$27.74 | \$1.22 | \$1,268.80  | \$57,699.20    |
|        |  | \$16.66 | \$18.00 | \$1.34 | \$1,393.60  | \$37,440.00    |
|        |  | \$27.16 | \$29.47 | \$2.31 | \$2,402.40  | \$61,297.60    |
|        |  | \$26.00 | \$26.04 | \$0.04 | \$41.60     | \$54,163.20    |
|        |  | \$24.12 | \$24.44 | \$0.32 | \$332.80    | \$50,835.20    |
| \$0.75 |  | \$25.10 | \$25.14 | \$0.04 | \$41.60     | \$52,291.20    |
|        |  |         |         |        | \$28,163.20 | \$1,399,632.00 |

Total Cost of Increase Salary 17 Payrolls  
 Total Cost of Increase Hourly (no ot) 13 Payrolls

Total Salary Cost of Increase Annual  
 Total Hourly Cost of Increase (no ot) Annual  
 Total Base Proposed Annual Increase

Utility Wrk

Memorandum of Meeting  
Monday, June 17, 2024

| Current Annual<br>Wage | 4% Anticipated<br>for 2025 |
|------------------------|----------------------------|
| \$56,139.20            | \$58,384.77                |
| \$48,193.60            | \$56,113.41                |
| \$34,652.80            | \$38,937.60                |
| \$56,638.40            | \$60,245.12                |
| \$47,777.60            | \$52,976.77                |
| \$53,664.00            | \$55,810.56                |
| \$38,812.80            | \$40,538.37                |
| \$58,052.80            | \$61,780.99                |
| \$42,099.20            | \$52,976.77                |
| \$41,912.00            | \$51,700.48                |
| \$49,899.20            | \$53,106.56                |
| \$53,768.00            | \$55,918.72                |
| \$53,768.00            | \$55,918.72                |
| \$48,505.60            | \$56,437.89                |
| \$57,387.20            | \$61,088.77                |
| \$41,454.40            | \$44,929.66                |
| \$41,558.40            | \$43,999.49                |
| \$52,624.00            | \$54,815.49                |
| \$56,451.20            | \$58,817.41                |
| \$55,265.60            | \$60,115.33                |
| \$51,916.80            | \$54,728.96                |

Memorandum of Meeting  
Monday, June 17, 2024

|                    |                    |
|--------------------|--------------------|
| \$55,161.60        | \$60,007.17        |
| \$34,652.80        | \$38,937.60        |
| \$56,492.80        | \$63,749.50        |
| \$54,080.00        | \$56,329.73        |
| \$50,169.60        | \$52,868.61        |
| <u>\$52,208.00</u> | <u>\$54,382.85</u> |
| \$1,343,305.60     | \$1,455,617.28     |

\$56,326.40 Annual Difference

|       |                    |
|-------|--------------------|
| 4.19% | \$76,865.53        |
|       | \$75,524.34        |
|       | \$95,621.01        |
|       | \$93,198.23        |
|       | \$112,939.05       |
|       | <u>\$76,865.53</u> |
|       | \$531,013.68       |
|       | \$1,986,630.96     |



Memorandum of Meeting  
Monday, June 17, 2024

| 2024         |                                |                                                 |
|--------------|--------------------------------|-------------------------------------------------|
| Budgeted     | Disbursed First<br>11 Payrolls | 15 Payrolls<br>Forecasted with<br>4.2% Increase |
| \$9,890.00   | \$4,575.10                     | \$6,238.77                                      |
| \$24,800.00  | \$10,994.19                    | \$16,355.10                                     |
| \$10,800.00  | \$4,711.74                     | \$7,009.35                                      |
| \$10,500.00  | \$3,873.80                     | \$5,282.45                                      |
| \$2,800.00   | \$0.00                         | \$0.00                                          |
| \$326,510.00 | \$181,809.30                   | \$258,334.49                                    |
| \$16,325.00  | \$0.00                         | \$0.00                                          |
| \$80,600.00  | \$0.00                         | \$0.00                                          |
| \$200,850.00 | \$80,239.38                    | \$109,416.29                                    |
| \$10,358.00  | \$4,575.13                     | \$6,238.81                                      |
| \$7,055.00   | \$3,141.30                     | \$4,672.95                                      |
| \$10,582.00  | \$4,711.83                     | \$7,009.20                                      |
| \$8,772.00   | \$3,873.60                     | \$5,282.18                                      |
| \$1,900.00   | \$0.00                         | \$0.00                                          |
| \$10,750.00  | \$0.00                         | \$0.00                                          |
| \$899,819.12 | \$375,697.68                   | \$512,315.02                                    |
|              | \$302,245.07                   | \$429,462.77                                    |
| \$770,985.65 | \$349,656.46                   | \$476,804.26                                    |
|              | \$272,337.74                   | \$386,967.17                                    |

\$2,403,296.77    \$1,027,859.51    1,242,269.54  
\$2,270,129.05 Total Disbursed + Forecasted

\$133,167.72

\$2,119,357.72

**2024 General Rate Increase**

Memorandum of Meeting  
Monday, June 17, 2024

| Longevity |      |      |
|-----------|------|------|
| 0         | 0.00 |      |
| 1         | 0.09 | 0.09 |
| 2         | 0.14 | 0.05 |
| 3         | 0.19 | 0.05 |
| 4         | 0.24 | 0.05 |
| 5         | 0.29 | 0.05 |
| 6         | 0.34 | 0.05 |
| 7         | 0.39 | 0.05 |
| 8         | 0.44 | 0.05 |
| 9         | 0.49 | 0.05 |
| 10        | 0.54 | 0.05 |
| 11        | 0.59 | 0.05 |
| 12        | 0.64 | 0.05 |
| 13        | 0.69 | 0.05 |
| 14        | 0.74 | 0.05 |
| 15        | 0.79 | 0.05 |
| 16        | 0.84 | 0.05 |
| 17        | 0.89 | 0.05 |
| 18        | 0.94 | 0.05 |
| 19        | 0.99 | 0.05 |
| 20        | 1.05 | 0.06 |
| 21        | 1.11 | 0.06 |
| 22        | 1.16 | 0.05 |
| 23        | 1.20 | 0.04 |
| 24        | 1.22 | 0.02 |
| 25        | 1.24 | 0.02 |
| 26        | 1.26 | 0.02 |
| 27        | 1.28 | 0.02 |
| 28        | 1.30 | 0.02 |
| 29        | 1.32 | 0.02 |
| 30        | 1.34 | 0.02 |
| 31        | 1.40 | 0.06 |
| 32        | 1.46 | 0.06 |

x. **Discussion:** Disposing of Engine #8 & Trailer

Attorney Reed said the documents are prepared and he will send them out in the next couple of days.

Fire Chief Pipta said it is not one (1) trailer but two (2) trailers. One is actually a support vehicle. We need to get rid of them to get the place up and running again.

x. **Discussion:** General Discussion brought up during the meeting but were not on the original agenda

-Review of the emergency procedures for the 4<sup>th</sup> of July Festival

Public Works Director Knesek asked the Fire Chief when he planned on scheduling that meeting with all of the department heads.

Chief Pipta responded that the meeting will be on Wednesday, June 26<sup>th</sup> at 10:00 o'clock a.m. at the Central Fire Station.

-Vendors participating in the Big Restaurant Crawl

Councilor Scheeringa asked Councilor Robertson to clarify which businesses will be allowed to participate in the Big Restaurant Crawl as there was some confusion among restaurants.

Councilor Robertson said Main Street wanted to open up the restaurant crawl to other restaurants, specifically from Highland. Main Street was talking about three (3) or four (4) vendors. The vendors would be hand-picked. Some restaurants along Highway heard that there were going to be some outside vendors and they weren't happy about it, some even threatening not to participate. He didn't think they understood the number that would be participating and that they would be Highland businesses. In the past the Fire Department always participated.

The Clerk-Treasurer said he would convey the above to the various restaurants.

-Giving a donation to Humane Indiana to help offset the costs of neutering feral cats once they are trapped.

Councilor Black asked the Council about making a donation to Humane Indiana to help offset the cost of neutering feral cats in Highland. A Highland resident has been trapping them and paying the cost to have they neutered out of his own pocket.

The Clerk-Treasurer said he would reach out to Humane Indiana and get some details. The Clerk-Treasurer did reach out to Humane Indiana who advised they currently do not have a veterinarian on staff so they are currently not doing that procedure.

-Update on the photometric analysis at Marcus Auto Leasing.

Councilor Turich asked Attorney Reed the status of photometric analysis at Marcus Auto Leasing. Attorney Reed said he received a proposal from Emcor to measure the light discharge from the Marcus property onto the O'Day property. He said he is working with Emcor and Mr. O'Day to agree on a mutually workable date for the equipment to be set up.



2655 Garfield Avenue  
Highland, IN 46322  
(219) 923-6100

Town of Highland  
3333 Ridge Road  
Highland, IN 46322  
Attn: John Reed

6/17/24

**Subject:** Marcus Allard Truck Rental – Footcandle Readings

Greetings:

In accordance with your request, we are pleased to submit our proposal to perform the necessary electrical work in connection with the subject project, as outlined below:

Scope of Work:

- Provide labor and equipment to measure lighting levels along south and west property lines in the Marcus Allard Truck Rental parking lot.
- Includes up to 2 hours of labor on-site.
- Includes premium time for measurements to be taken after dark.

|                              |                                          |
|------------------------------|------------------------------------------|
| <b>Base Proposal Amount:</b> | <b>\$920.00</b>                          |
|                              | Nine Hundred Twenty Dollars and No Cents |

Exclusions

- Landscape / grass repairs are excluded.
- Coordination studies, changes due to coordination studies, or utility fees of any kind.
- Double time (Sundays & Holidays)

Sincerely,  
EMCOR HYRE ELECTRIC CO. OF INDIANA, INC.

Matthew Summers, Project Manager

Any deviation from the above specification will be executed only upon written orders, which may possibly credit or incur additional charges to this proposal. Payment is to be made every thirty (30) days for labor and all materials, with final payment to be made thirty (30) days after completion. If it is necessary for Seller to institute Legal Proceedings against Buyer to collect any indebtedness due to enforce any of these Terms and Conditions, Seller shall be entitled to recover from Buyer Pre-Judgment Interest at 1.5% per Month, Court Costs, Attorney's Fees, and all other Costs of Collection. Workmen will be properly covered by workmen's compensation and public liability insurance, certificate of which may be obtained upon request. All work covered in this proposal will be performed in a workmanlike manner, in accordance with the rules and regulations of the Local Department of Electricity. Any work that is found to be obstructed by public or private utilities will be addressed as a change in price. Price is valid for 10 days and subject to change based on market fluctuations.

Upon acceptance of this proposal, please sign below and return one copy to our office authorizing commencement of work.

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_



- Update on the box alarm cards

Councilor Turich asked Chief Pipta the status on updating of the box alarm cards.

Chief Pipta said he is waiting on the signed Griffith proposal. He will see Griffith's Chief Schoon at this Thursdays chiefs meeting. He is hoping Chief Schoon will be there if he isn't working and will bring the proposal with him. He said he will then have the Council President sign it. He said Schererville and Munster are already on board and they require no agreement like Griffith.

Councilor Georgeff said that even though Munster and Schererville do not require and written agreement, to help with the Town's ISO score, it might be best to have a written agreement prepared and signed by both parties.

- Sump Pump discharging into the front yard

Councilor Turich said he received a call from a resident whose neighbor is pumping what they think is there sump pump discharge onto their front lawn. The neighbor has also installed river rock. Councilor Turich asked if that permissible.

Public Works Director Knesek responded that is allowed as long as, the water doesn't flow onto or disturb their neighbor's property or go onto the public sidewalk. We actually encourage the residents to discharge onto the grass. He told Councilor Turich if he gave him the address, he would have someone check it out.

- 2025 budget

Councilor Turich said as we begin the 2025 budget cycle, he would like to hear from the department heads their successes for the 1<sup>st</sup> half of 2024 and what they plan to focus on for the last half of the year.

- Updated Mission Statement

Councilor Turich asked if the Town had a mission statement and when was the last time it was updated. He was advised that it was probably last updated when Councilor Georgeff was on the Council the first time and the mission statement was created by the Leadership Council.

Councilor Scheeringa asked if there were any additional agenda items. Hearing none, he adjourned the meeting at 8:30 p.m.