### Agenda

# Fourteenth Regular or Special Meeting of the Thirtieth Town Council of Highland Regular Plenary Meeting of Monday, July 22, 2024 at 6:30 p.m.

Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code

Topic: Town of Highland, IN - Town Council Plenary Meeting Time: July 22, 2024 06:30 PM Central Time (US and Canada)

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

Prayer:	Tom Black
Pledge of	Tom Black
Allegiance:	
Roll Call:	
	George Georgeff
FIGHIAND	Doug Turich
A GREAT PLACE TO CALL HOME	Alex Robertson
TO CALL HOME	Thomas (Tom) Black
	Philip Scheeringa
Minutes of	
<b>Previous Session:</b>	Minutes of the Regular Meeting of 8 July 2024.
Special Orders:	
COMMENTS FROM	This portion of the Town Council Meeting is reserved for persons who desire to
THE PUBLIC or	address the Town Council regarding matters on the agenda. Persons addressing the Town Council are requested to limit their presentations to <b>two (2) minutes</b>
VISITORS	and encouraged to avoid repetitious comments.
<b>Staff Reports:</b>	• Fire Department Report.

## **Communications:**

Hazard Waste Day at the Public Works Facility on July 27 – 9:00 to 2:00 Highland Rotary Corn Roast August 2<sup>nd</sup> at Main Square – 4:30 to 7:30 Main Street Bureau Restaurant Crawl – July 30<sup>th</sup> from 4:00 to 9:00 High School Musical – Main Square – July 25,26,27 & August 1,2,3-8pm

## **Appointments:**

### Statutory Boards and Commissions

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

Regional Statutory Commissions or Boards

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

### Home Rule Boards and Commissions

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

### Legislative Appointments

Regional Statutory Commissions or Boards

Home Rule Commissions

- 1. Main Street Bureau Board: (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2025. There are currently 12 of the 17 in place and serving. Currently serving are Rhonda Bloch, Teri Yovkovich, Renee Reinhart, Alex Robertson, Diane Barr-Roumbus, James Roumbus Sandy McKnight, Al Simmons, Ben Reinhart, Sandy Ray, Kathy Smailis, Ben Tomera and Laura Pilewski.
- **2. Community Events Commission** *Multi-year positions***: (4)** appointments to be made by the Town Council. **Term: 4 years.** (*Note: Currently vacant*)

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

# Unfinished Business & General Orders:

1. Works Board Order No. 2024-17 An Order Authorizing and Approving An Extension of the Agreement between The Idea Factory and the Town of Highland to perform Professional Communications and Media Design and Development services for the Municipality till March 31, 2025, with an Option to Renew and Extend.

### **NEW BUSINESS:**

- 1. **Meeting Schedule.** Action to cancel the standing Study Session for Monday, September 2,2024 owing to the Labor Day Holiday. *Pursuant to HMC Section* 2.05.130(D), Town Council study sessions may be cancelled by a majority vote of the Town Council or by direction of the Town Council president.
- **2. Meeting Schedule.** Action to cancel the standing Study Session for Monday, July 29,2024 owing to it being the 5<sup>th</sup> Monday of the month. *Pursuant to HMC Section 2.05.130(D), Town Council study sessions may be cancelled by a majority vote of the Town Council or by direction of the Town Council president.*
- 3. Commendation Letter for Day Off and Signature Authorization. Action to approve Letters of Commendation for exemplary public service leading to the award of a single paid day off for several workers in the Metropolitan Police Department. Pursuant to Section 4.13 of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. The Town Board of Metropolitan Police Commissioners has granted preliminary approval to several letters of commendation who have worked six (6) months without calling off sick and without experiencing an "at fault accident".
- Action should include approval of the letter and the members of the Town Council to sign the letters of commendation.

The Police Chief and the Town Board of Metropolitan Police Commissioners are asking for approval of a letter of commendation for six months of work without calling off and not having an at-fault accident for the following:

Police Chief Ralph J. Potesta Corporal Michael Yonkman Patrol Cmdr John Banasiak Officer Tony Kowal Commander Jason Hildenbrand Detective Ken Norsweather Admin Cmdr Shawn Anderson Officer James Glidewell Dept. Cmdr Glenn Cox Officer Shane Geringer Det. Sgt Lee Natelborg Officer Addison Barnhill Det. Sgt Brian Stanley Officer Joshua Kempke Sgt Erich Swisher Officer Zachary Buss Officer Chris Wanat Sgt David Byers Corporal John Hinkel Officer Alejandro Anaya

Corporal Richard Hoffman Corporal Thomas Manyek Corporal Corey Anderson

- 4. Works Board Order No. 2024-37: An Order Authorizing and Approving the Payment of Elective Honoraria to Select Event Participants in Recognition of and in their Goodwill for their Assistance and Support of the Events under the Community Events Commission and Authorizing the Payment of Elective Honoraria for Their Participation in the Annual Highland Independence Day Festival.
- 5. **Controlled Event Permit**. Action regarding permission to conduct a festival of the Main Street Bureau on a public way submitted by it, July 5, 2024. *This is a controlled event under Chapter 5.25. Section §5.25.020(B) requires action by the Town Council in an open regular or special session..* 
  - (b) Request from Main Street Bureau seeking permission for its event of October 5, 2024 as a controlled event.

When the applicant is the municipality, through its executive departments, its administrative bodies, or agencies, no formal application is required provided that a request shall be filed in sufficient time to permit the town council to act in a regular or special meeting in advance of the event.

The town council must act in a regular or special meeting upon the application or request, where it may, in its discretion, issue such permit and likewise, in its discretion, may refuse the issuance of a permit.

- \*\*The motion should be to move to approve the special event without alcohol permit (SEAP) for the Main Street's Maker's Market to be held October 5, 2024. The Street Closure will be Jewett Avenue from 4th Street to Kennedy Avenue.
- 6. Controlled Event Permit. Action regarding permission to conduct a festival of the Main Street Bureau on a public way submitted by it, July 5, 2024. This is a controlled event under Chapter 5.25. Section §5.25.020(B) requires action by the Town Council in an open regular or special session. The Council will also need to fix the amount of liability insurance, pursuant to §5.25.020 (D). Pursuant to that section, the Town Council has previously directed that the applicant procures liability insurance for the event which names the Town of Highland as an additional insured in the amount of Three million dollars (\$3,000,000) and provide a certificate or proof of this insurance before the event and those businesses serving alcohol need to name the Town of Highland as an additional insured on their liability

Insurance policy.

(b) Request from Main Street Bureau seeking permission for its events of July 30, 2024, August 27, 2024 and September 24, 2024 as a controlled event.

When the applicant is the municipality, through its executive departments, its administrative bodies, or agencies, no formal application is required provided that a request shall be filed in sufficient time to permit the town council to act in a regular or special meeting in advance of the event.

The town council must act in a regular or special meeting upon the application or request, where it may, in its discretion, issue such permit and likewise, in its discretion, may refuse the issuance of a permit.

\*\*The motion should be to move to approve the special event with alcohol permit (SEAP) for the Main Street's Restaurant Crawl to be held July 30, 2024, August 27, 2024 and September 24, 2024. The Street Closure will be Highway Avenue from 5th Street to Kennedy Avenue and the additional liability insurance established at \$3,000,000 and each business serving alcohol (if the alcohol is to be carried out of the business onto Highway Avenue) needs to name the Town of Highland as an additional insured on their liability insurance policy prior to the event.

### 7. Action regarding Community Crossings Grant Project for 2024.

- (a) Works Board Order No. 2024-38: An Order of the Works Board Accepting the Bid of Milestone Contractors L.P.. for the 2024 Community Crossing Matching Grant Street Improvement Project Being the most responsive in the amount of One Million Seven Hundred Nine Thousand Six Dollars and eighty cents (\$1,709,006.80).
- **(b)** Works Board Order No. 2024-39: An Order Approving and Authorizing An agreement between NIES Engineering, Incorporated and the Town of Highland to perform Professional Engineering Services during Construction for the 2024 Community Crossings Matching Grant (CCMG) Street Improvement Project in the amount not-to-exceed \$88,500.
- 8. **Transfer Resolution No. 2024-16:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From and Among Major Budget Classifications In the LR&S Fund, CEDIT Fund and MVH Fund As

Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To IC 6-1.1-18-6.

9. **Ordinance Number 1792-E:** An Ordinance to Amend Ordinance No. 1792 to establish the wage and salary rates of the Elected Officers, the Non-Elected Officers, and the Employee of the Town of Highland, Indiana particularly regarding change to the starting pay of the Recreation Supervisor going from \$1,634.40 bi-weekly to \$1,688 bi-weekly and establishing a compensation range

# Comments or Remarks from the Town Council: (Good of the Order)

Councilor George Georgeff

Councilor Doug Turich

**Councilor Alex Robertson** 

Councilor Tom Black

Councilor Philip Scheeringa

# COMMENTS FROM THE PUBLIC or VISITORS

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

## ACTION TO PAY Accounts Payable Vouchers

Accounts payable vouchers July 8,2024- July 23, 2024 in the amount of \$1,074,682.37.

General Fund, \$304,166.26; MVH Fund, \$15,050.97; LR&S, \$17,316.33 LAW Enforcement Continuing Education Training and Supply Fund, \$2,545.88; Special Events, \$207,953.38; Corporation Bond - Exempt, \$367,500.00; MCCD, \$141,424.82; Information and Communications Technology Fund, \$18,488.89; Police Pension, \$235.84;

Payroll Docket for payday of July 12,2024 by fund:

General, \$395,594.72

Payroll Docket for payday of July 12,2024;

Office of Clerk-Treasurer, \$15,342.02; Building and Inspection Department, \$10,525.81; Metropolitan Police Department, \$193,987.69; Public Works Department (Agency), \$78,492.22; Fire Department, \$2,253.12 and Information and Technology Department, \$4,205.45;

Total Payroll: \$304,806.31.

ADJOURNMENT

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

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

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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND EXP CHECK RUN DATES 07/10/2024 - 07/23/2024

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Invoice Line Desc	BOTH OPEN AND PAID Ref # Vendor	Amount	Check #
	109858 PAYROLL ACCOUNT 7/12PRL D/S TRANSFER GENERAL	274,341.10	50715
	Total For Dept 0000	274,341.10	
INV 210 BILLS	110007 FROST BROWN TODD LLC PROFESSIONAL SERVICES- CHOSEN VS 109999 LITHOGRAPHIC COMMUNICATIONS JULY 2024 GAZEBO EXPRESS PRINTING GAZEBO EXPRESS JULY 24 WEBSITE U	S 29.50 NG 1,199.52 U 2,271.46	
	Total For Dept 0001 TOWN COUNCIL	3,500.48	
JUNE	110015 EASY CLEAN CAR WASH, INC VIPS CAR WASHES FOR JUNE	21.00	
	Total For Dept 0003 VIPS	21.00	
	109835 PULSE TECHNOLOGY OF INDIANA OFFICE SUPPLIES 110001 PULSE TECHNOLOGY OF INDIANA OFFICE SUPPLIES	53.39 16.66	
	Total For Dept 0004 CLERK-TREASURER	70.05	
	109846 EASY CLEAN CAR WASH, INC FAST PASS REGULAR (3)	00.6	
	Total For Dept 0006 BUILDING & INSPECTION	00.6	ı
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	TOWN OF HIGHLAND UTILITIES CENTRAL STATION WATER	179.78	
STATION	110056 TOWN OF HIGHLAND UTILITIES SOUTH STATION WATER & SEWER 110057 TOWN OF HIGHLAND UTILITIES CENTRAL STATION WATER & SEWER	497.95 112.39	
	AUTO-WARES  FIRE SERVICE, INC.  PHIL & SON, INC.  MOVE SCANNER	102.99 3,079.07 165.00	
	l For De	6,223.74	
	110022 STAR UNIFORM EQUIP/UNIFORM FOR OFC WILSON	153.00	
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	STAR UNIFORM	613.25	
	110029 WARREN OIL COMPANY 850.2 GAL OF GAS DELV 7/2	2,685.78	
	WARKEN OIL COMFANI ABLE PAPER & JANITORIAL CLEANING SUPPLIES	9,010.43	
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			Total For Dept 0009 POLICE I	DEPARTMENT	16,856.93	
Dept 0011 SERVICES & WORKS	RKS TOTAL TABLE TATELS THE PARTY TOTAL TOT	008001	CINK INCIL 30	40387013860 HOWN GARANTED/SE	328	
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1101-0011-35005	2724 HIGHWAY ACCT #0101123300	109833	TOWN OF HIGHLAND UTILITIES	TOWN SPRINKLERS 5/21-6/19/24	400.05	
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1101-0011-35007	M/SEWER	109830	OF HIGHLAND	#0542303600 TOWN HALL WATER/SEWER	407.23	
			Total For Dept 0011 SERVICES	S & WORKS	1,688.96	
Dept 0012 TOWN HALL 1101-0012-36003 1101-0012-36004	FERTILIZING JUNE CLEANING SERVICE	110032	VAN DRUNEN LANDSCAPING SERV GLOBAL MAINTENANCE & CO.	2024 FERTILIZING AT TOWNHALL GENERAL CLEANING SERVICE FOR JUNE	55.00	
			Total For Dept 0012 TOWN HALL		1,455.00	
			Total For Fund 1101 GENERAL		304,166.26	
Fund 2201 MVH Dept 0000 2201-0000-45200	MVH TRANSFERS GROSS	109859	PAYROLL ACCOUNT	7/12PRL D/S TRANSFER MVH	2,834.06	50716
			Total For Dept 0000		2,834.06	
Dept 0016 MVH ADMIN/MAINT 2201-0016-20003	INT CLEAR POLY SHEETING	110033	AMAZON	CLEAR POLY SHEETING FOR TEMPORARY	479.00	
			Total For Dept 0016 MVH ADM	ADMIN/MAINT	479.00	
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			Total For Dept 0017 MVH CON	CONSTRUCTION/RECONSTRUCT/PRE	11,737.91	
			Total For Fund 2201 MVH		15,050.97	
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			Total For Dept 0000		17,316.33	
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Amount 466.36 155.99 9,000.00 235.84 18,488.89 5,116.64 18,488.89 235.84 CISCO NETWORK SUPPORT FOR SECOND GAZEBO EXPRESS JULY 24 WEBSITE U 7/12PRL D/S TRANSFER ICT GAZEBO EXPRESS JULY 24 WEBSITE U MILEAGE FOR TRAVEL TO PENSION MTG COPIER AGREEMENT - USAGE Invoice Description Total For Fund 7701 ICT FUND RICOH USA, INC THE IDEA FACTORY, INC THE IDEA FACTORY, INC Total For Dept 0000 Total For Dept 0000 KENNETH E BALON (R) PAYROLL ACCOUNT ZANZO LLC CISCO NETWORK SUPPORT FOR 2ND 110047
WEB UPDATE WEEKLY 110018 110046 109861 MILEAGE 185075-185427 ICT TRANSFERS GROSS COPIER AGREEMENT Fund 8802 POLICE PENSION Dept 0000 8802-0000-32002 Fund 7701 ICT FUND Dept 0000 7701-0000-38006 7701-0000-38006 7701-0000-38006 7701-0000-39024 7701-0000-45200

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Fund 2201 MVH
Fund 2202 IR&S
Fund 2228 LAW ENFORCE CON'T ED
Fund 2505 SPECIAL EVENTS
Fund 4402 MCCD
Fund 4701 ICT FUND
Fund 8802 POLICE PENSION

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Fund 2505 SPECIAL EVENTS

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