

**Enrolled Minutes of the Fourteenth Regular Meeting or Special Meeting
For the Thirtieth Highland Town Council Regular Plenary
Business Meeting (In person) Monday, July 22, 2024**

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, July 22, 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. Councilor Georgeff, Councilor Doug Turich, Councilor Alex Robertson, Councilor Tom Black and Councilor Philip Scheeringa all participated in person.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding in the plenary meeting room before the president called the meeting to order.

The Town Council President Philip Scheeringa presided over the meeting. The Town Clerk-Treasurer, Mark Herak, was present to memorialize the proceedings. The meeting was opened with Councilor Tom Black reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors George Georgeff, Doug Turich, Alex Robertson, Thomas Black, Philip Scheeringa were present. Clerk-Treasurer, Mark Herak was also present. A quorum was attained.

Additional Officials Present: Alex Brown, CPRP, Superintendent of Parks and Recreation; Metropolitan Police Chief Ralph Potesta; John Reed, Attorney with Abrahamson, Reed & Bilsle; Mike Pipta, Fire Chief; Ed Dabrowski, Director of Information Technology, Kenneth J. Mika, Building Commissioner, Mark Knesek, Public Works Director were present. Redevelopment Director Maria Becerra was absent.

Guests: Theresa Badovich (remotely) and Robin Carlascio (remotely) of the Idea Factory were also present.

Councilor Scheeringa began the meeting by offering his best wishes to Highland employee Carl Porter on a speedy recovery as he and his family were in a car accident over the weekend.

Minutes of the Previous Meetings: The minutes of the July 8, 2024 Plenary meeting were approved by general consent.

Special Orders: None

Comments from the Public or Visitors:

Larry Kondrat, Highland, inquired about Transfer Resolution No. 2024-16 and in particular the moving of funds. He read where funds we're being transferred from CEDIT, LR&S and MVH into the Community Crossing Grant Fund and he wanted to know where the money in those funds originated from. The Clerk-Treasurer explained that the money in those funds come from either property taxes collected or from local income taxes. He further explained that in the adopted 2024 budget, money was budgeted in those particular funds in anticipation of funding the Community Crossings street project. Per law, community crossings is a matching grant and the Town of Highland had to come up with a 50% match. All money spent on the community crossing street programs have to be paid out of the Community Crossings Fund which is why Transfer Resolution No. 2024-16 is needed. Once the Town receives its portion, then the Council will be asked to do an Additional Appropriation, moving money from cash into the correct line items in the Community Crossings Fund. Engineering costs cannot be paid from the Community Block Grant Funds received from the State but paid from the Town's matching funds. In 2025, \$88,500 is coming from LR&S to pay for engineering.

Staff Reports: The following staff reports were received and filed.

Mark Herak

From: Denise Beck
Sent: Monday, July 15, 2024 10:32 AM
To: Mark Herak; Chad Kinley
Cc: Chief Michael Pipta
Subject: June Fire Department Stats

Good Morning,

June 2024 Stats

Types of Calls:	2024	YTD
General Alarms	8	79
Paid Still Alarms	37	201
Totals	45	280

Denise Beck
Highland Fire Department
2901 Highway Ave.
Highland, IN 46322
(219)-923-9876

Communications:

Hazard Waste Day at the Public Works Facility on July 27 – 9:00 to 2:00
Highland Rotary Corn Roast August 2nd at Main Square – 4:30 to 7:30
Main Street Bureau Restaurant Crawl – July 30th 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 1st Monday January 2025). Current composition of the board is two Republicans and two Democrats. No more than three of any one party under state law.*

Home Rule Boards and Commissions

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

Legislative Appointments

Regional Statutory Commissions or Boards

Home Rule Commissions

1. **Main Street Bureau Board:** (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2025. *There are currently 13 of the 17 in place and serving. Currently serving are Rhonda Bloch, Teri Yovkovich, Renee Reinhart, Alex Robertson, Diane Barr-Roumbus, James Roumbus Sandy McKnight, Al Simmons, Ben Reinhart, Sandy Ray, Kathy Smailis, Ben Tomera and Laura Pilewski.*
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)*

General Orders and Unfinished Business:

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.

Councilor Black moved the passage and adoption of Works Board Order No. 2024-17. Councilor Georgeff seconded. Upon a roll call vote, there were four (4) affirmatives and one (1) negatives, with Councilors Georgeff, Robertson, Black and Scheeringa voting in the affirmative and Councilor Turich voting in the negative . The motion passed. The order was adopted pending the signature of the municipal executive.

**The Town of Highland
Board of Works
Order of the Works Board No. 2024-17**

AN ORDER AUTHORIZING AND APPROVING AN 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 OPTION TO RENEW AND EXTEND WITH THE CONSENT OF BOTH PARTIES.

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality has heretofore determined that a need exists to provide greater information to the public regarding the operations and services of the municipality;

Whereas, The Town has heretofore determined that a need exists to engage professional communications and media design and development services to assist and support the provision of greater information to the public regarding the operations and services of the municipality;

Whereas, Robin A. Carlascio and Theresa K. Badovich, d.b.a. The *Idea Factory*, a media development and design, communication consulting alliance, has proposed to provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter;

Whereas, As purchasing agency, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1; and

Whereas, The Highland Municipal Code provides that, the Town Council may make all contracts for professional services on the basis of competence and qualifications for the type of services to be performed, and negotiate compensation that the public agency determines to be reasonable, pursuant to Section 3.05.090; and

Whereas, There are now or will soon be sufficient and available appropriations balances on hand to support the payments for these services under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Town of Highland, through its Town Council acting as the Works Board now desires to accept and approve the agreement for services as herein described.

Now Therefore be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana;

Section 1. That the agreement (incorporated by reference and made a part of this Order) between **Robin A. Carlascio** and **Theresa K. Badovich** doing business as the **Idea Factory**, and the Town of Highland, provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter for the period beginning *1 August 2024 through to 31 March 2025* as described herein is hereby approved, adopted and ratified in each and every respect;

Section 2. That the charges under the agreement for the services, in the amount of *\$2,600 per issue*, or *\$650 per page*, which include publishing and coordinating a bi-monthly newsletter to be distributed as an insert in the utility invoice and other related services; stock images or illustrations at *\$53.56 per image or illustration*, custom photography or graphics at *\$107.12 per image or graphic*, a two (2) sided buck slip of \$378.00 per request, and website maintenance/updates and services in the amount of *\$145.00 per week*, Web hosting in the amount of *\$26.77 per month* and Web security in the amount of *\$133.90 per month* are found to be reasonable and fair, all pursuant to IC 5-22-6-1 and Section 3.05.090 of the municipal code;

Section 3. That the charges under the terms of the agreement for all the services, will be paid to *The Idea Factory*, after presentation of an invoice for services, following their delivery;

Section 4. That the Town Council President be authorized to execute this agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer;

Section 5. That the Town Council President must approve a preliminary edition of the newsletter at least two weeks prior to publication.

Be it so Ordered.

DULY, PASSED, ADOPTED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 22nd day of July 2024 having passed by a vote of 4 in favor and 1 opposed.

WORKS BOARD 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)

AGREEMENT

This Transitional Agreement made and entered into this 22nd day of July 2024, by and between the *TOWN OF HIGHLAND, BY AND THROUGH ITS TOWN COUNCIL* (hereinafter referred to as the "Town"), and *ROBIN CARLASCIO and THERESA BADOVICH d/b/a THE IDEA FACTORY* (hereinafter referred to as "Idea Factory").

WITNESSETH THAT:

WHEREAS, The Town is interested engaging the services of Idea Factory for publishing and coordinating a bi-monthly full-color (four pages) gloss newsletter (Gazebo Express) to be distributed throughout the Town; and

WHEREAS, Idea Factory is interested in entering into such an agreement and engaging its services to publish and coordinate a monthly newsletter within the Town; and

WHEREAS, The parties wish to reduce their agreement to writing;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is agreed as follows:

1. Idea Factory agrees to publish and coordinate a bi-monthly full-color (four pages) gloss newsletter (Gazebo Express) to be distributed in the Town of Highland.

2. The term of this Agreement shall be for eight (8) months beginning **August 1, 2024**, through **March 31, 2025**. This Agreement may be extended or renewed by the Town of Highland from month to month or for a longer term based upon approval of the renewal term by consent of both Parties.

3. Idea Factory shall be paid for its services rendered pursuant to this Agreement, the sum of \$2,600 per issue or \$650 per page stock images or illustrations at \$53.56 per image or illustration, custom photography or graphics at \$107.12 per image or graphic, a two (2) sided buck slip of \$378.00 per request, as well as the website maintenance/update fees of \$145.00 per week, Web hosting fees of \$26.77 per month, Web security fees of \$133.90 per month. The weekly and monthly fees shall be payable to The

Idea Factory at its business address, 1 Courthouse Square, Suite 207, Crown Point, Indiana 46307.

4. This Agreement may be cancelled by either party upon such party providing the other party thirty (30) days written notice.

5. In the event the Town’s appropriations are insufficient to pay the expenses of this Agreement, and upon thirty (30) days written notice being given by the Town to Idea Factory, this Agreement shall become null and void.

6. This Agreement shall be governed by the laws of the State of Indiana and shall be binding upon the parties’ heirs, legal representatives, successors, and assigns.

7. That the Town Council President must approve a preliminary edition of the newsletter at least two weeks prior to publication.

IN WITNESS WHEREOF, this Agreement has been entered into between the parties this 22nd day July 2024.

TOWN OF HIGHLAND

THE IDEA FACTORY

By: _____
Philip Scheeringa, President

Robin Carlascio

Attest: _____
Mark Herak
Clerk-Treasurer

Theresa Badovich

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.

The Council decided not to take action on this item at this time and removed it from the agenda and wait till it gets closer to the Labor Day holiday and determine at that time if it is necessary to meet.

2. Meeting Schedule. Action to cancel the standing Study Session for Monday, July 29, 2024 owing to it being the 5th 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.*

Councilor Turich moved to instruct the Clerk-Treasurer to notify press that the Council will be meeting in Study Session on the 5th Monday, July 29, 2024. Councilor Black seconded. Upon a roll call vote of the elected officials, there were five (5) affirmatives and no negatives. The motion passed. The Council will be meeting on Monday, July 29, 2024, at 6:30 o'clock p.m. The Clerk-Treasurer will notify the press.

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
Sgt David Byers	Officer Chris Wanat
Corporal John Hinkel	Officer Alejandro Anaya
Corporal Richard Hoffman	
Corporal Thomas Manyek	
Corporal Corey Anderson	

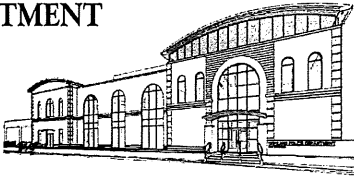
Councilor Georgeff moved to approve the letters of commendation and to authorize the Town Council members to each affix the councilor's signature on the letters. Councilor Robertson seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. Letters of commendation with the signatures of the Town Councilors for each of the officers listed were approved.



HIGHLAND POLICE DEPARTMENT

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

RALPH J. POTESTA, CHIEF OF POLICE



July 1, 2024

Chief Ralph Potesta
Patrol Commander John Banasiak
Commander Jason Hildenbrand
Admin Cmdr Shawn Anderson
Dept Cmdr Glenn Cox
Det Sgt Lee Natelborg
Det Sgt Brian Stanley
Sgt Erich Swisher
Sgt David Byers
Corp Michael Yonkman
Corp John Hinkel
Corp Richard Hoffman

Corp Thomas Manyek
Corp Corey Anderson
Ofcr Tony Kowal
Detect Ken Norsweather
Ofcr James Glidewell
Ofcr Shane Geringer
Ofcr Addison Barnhill
Ofcr Joshua Kempke
Ofcr Zachary Buss
Ofcr Chris Wanat
Ofcr Alejandro Anaya

Working six months without calling off sick and not having an at-fault accident is a tremendous achievement that exemplifies the conscientious effort you have put forth. This accomplishment reflects your concern for the welfare of your fellow officers and a conscientious attitude toward the department and the community.

On behalf of the Metropolitan Board of Police Commissioners, I commend you for your dedication.

Highland Board of Metropolitan
Police Commissioners

Highland Town Council

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.

Councilor Robertson moved the passage and adoption of Works Board No. 2024-37. Councilor Turich seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Town Executive.

**THE TOWN of HIGHLAND
WORKS BOARD ORDER NO. 2024-37**

An Order Authorizing, and Approving the Payment of Elective Honoraria to the Select Event Participants in Recognition of and in Goodwill for their Assistance and Support of the Events under the Aegis of the Community Events Commission and Authorizing the Payment of Elective Honoraria for Their Participation in the Annual Highland Independence Day Festival.

Whereas, The Town Council for the Town of Highland is the Legislative and Fiscal Body of the Municipality as well as the works board pursuant to IC 36-1-2 et seq.,

Whereas, The Highland Community Events Commission and the Town Council of Highland did rely on the support and special services of the many volunteers from community groups in carrying out its programming for the year;

Whereas, The Town Council has been reliably advised that it has been customary and is highly desirable for the payment of an honorarium or stipend to some of the participating community groups in recognition of their laudable support and contribution to the special event programming during the recent festival;

Whereas, The Town Council has been further reliably advised that many volunteers from community groups did expend time, labor and creative process to support the Town of Highland's community programming during the Independence Day Festival;

Whereas, Under its authority of IC 36-1-3, the Town Council passed and adopted Section §2.35.030 of the Highland Municipal Code which provides in pertinent part that the Town Council is authorized to budget and appropriate funds from the general fund of the town to pay the expenses incurred in promoting the best interests of the town and that such expenses may include, but not necessarily be limited to those incurred in developing relations with other units of government or any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the Town; and,

Whereas, The Town Council has reviewed the matter, and now desires to make findings and determinations related to the support and authorization of the awarding of honoraria to certain groups,

Now Therefore Be it hereby Ordered by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. That the following named groups, bands or individuals, which participated in the most recent **Independence Day**, as identified be paid an elective honorarium in the amount specified, in appreciation and recognition of this participation as follows:

(A)	Highland Wrestling Club Inc.	\$ 1,750.00
(B)	VFW Post 1109	\$ 1,000.00
(C)	Highland FOP	\$ 2,000.00
(D)	Highland Adult Athletic Booster	\$ 2,000.00
(E)	Highland Cross Country (School Town of Highland)	\$ 1,000.00
(F)	Highland Soccer Club	\$ 2,000.00

Section 2. That the Town Council further finds and determines that the activities and expenses as described herein, if not paid from the Corporation General Fund, are uses and expenditures consistent with the purposes of the Special Events Non Reverting Fund, when proper appropriations are accordingly approved;

Section 3. That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund and accounts for the benefit of each of the several identified groups, depicting the expense as an Honorarium, in the amount herein fixed, to pay all groups as indicated and to take such other measures to carry-out the purposes and objects of this order;

Section 4. That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund or funds and accounts for the benefit of each of the several named parties herein identified, depicting the expense as an Honorarium or Stipend, in the amount herein fixed, to be paid according to law;

Section 5. That any actions taken by public officers in advance and in anticipation of the passage and adoption of this order, are hereby ratified, all pursuant to IC 36-1-4-16.

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 22nd day of July 2024, having passed by a vote of 5 in favor and 0 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)

Mark Herak

From: Sandy McKnight
Sent: Friday, July 12, 2024 4:30 PM
To: Mark Herak; Chad Kinley; Alex Robertson
Cc: Highland CCE
Subject: Emailing: Beer Garden Volunteer Donations.pdf
Attachments: Beer Garden Volunteer Donations.pdf

Hi Mark

Here are the beer garden volunteer donation forms for the 4th of July.

Highland Girls Cross Country - \$1000.00 / W9 is dated 2022, I emailed Kathy Mahler and she will be emailing the updated form

VFW Post 1109 - \$1000.00

FOP - \$2000.00

Highland Athletic Booster Club - \$2000.00

Highland Soccer Club - \$2000.00 / I am still waiting on the W9

Highland Wrestling Club - \$1750.00 / W9 is attached but would not print correctly

Total Donations = \$9,750.00

As soon as I get Highland Girls Cross Country updated form I will email it to you As soon as I get Highland Soccer Club I will email it to you

Thank you,

Sandy McKnight

Your message is ready to be sent with the following file or link attachments:

Beer Garden Volunteer Donations.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

4th of July Festival
Beer Garden Volunteer Group
Donation

July 3, 2024

Highland Girls Cross Country

Non-Profit group

Contact – Jodi Aurand

2:00pm – 6:00pm

4 hours @ \$250.00 = \$1000.00

Special Events Donation

2505-0000-39003

Highland Council of Community Events

4th of July Festival
Beer Garden Volunteer List

JULY 3rd – Highland Girls Cross Country

2:00pm – 4:00pm

1. Amanda Burleson ✓
2. Jodi Aurand ✓
3. Beth Alyea ✓
4. Christian Zendejas ✓
5. Cheryl Zamudio ✓
6. Lisa Breitweiser ✓

4:00pm – 6:00pm

1. Amanda Burleson ✓
2. Jodi Aurand ✓
3. Beth Alyea ✓
4. Virginia Hernandez ✓
5. Grace Aurand Cheryl ✓
6. Brian Aurand ✓

4th of July Festival
Beer Garden Volunteer Group
Donation

July 3, 2024

VFW Post 1109

Non-Profit group

Contact – Larry Higgins

6:00pm – 10:00pm

4 hours @ \$250.00 = \$1000.00

Special Events Donation

2505-0000-39003

Highland Council of Community Events

4th of July Festival
Beer Garden Volunteer List

JULY 3rd – VFW POST 1109

6:00pm – 10:00pm

1. Larry Higgins
2. Mike Ferris
3. Jill Ferris
4. Steve Barath
5. Tim Croak
6. Larry Eckrich
- ~~7. [REDACTED]~~
- ~~8. [REDACTED]~~
9. Dena Cochran
10. JJ Juan Cabello
11. William COCHRAN
12. JOHN NICHOLSON

4th of July Festival
Beer Garden Volunteer Group
Donation

July 4, 2024

FOP

Non-Profit group

Contact – Officer Glidewell

2:00pm – 10:00pm

8 hours @ \$250.00 = \$2000.00

Special Events Donation

2505-0000-39003

Highland Council of Community Events

4TH OF JULY F.O.P. BEER GARDEN

NEED ATLEAST 6 PEOPLE THERE AT ALL TIMES. TIMES MAY BE SPLIT

TICKETS SOLD/ID CHECKS FROM 2P-10P

NAME: JIM & MAC GLIDEWELL	TIME: 2P-10P
NAME: JIMBO-VIP	TIME: 2P-10P
NAME: LARRY VIP	TIME: 2P-10P
NAME: TIM VIP	TIME: 2P-10P
NAME: KEN BALON	TIME: 2P-6P
NAME: TRACY ANDERSON	TIME: 2P-6P
NAME: COREY & CASS ANDERSON	TIME: 2P-6P
NAME: JAYMIE POTESTA	TIME: 4P-7P
NAME: TIM COLGROVE	TIME: 4P-8P
NAME: KENNY & DESTINY NORSEATHER	TIME: 6P-10P
NAME: SHAWN ANDERSON	TIME: 8P-9P
NAME:	TIME:

Beer Garden Volunteer List

FOP - 7/4/24

1. Tracy Anderson
2. Jim Serc
3. Jim Gidewell
4. Mac Dunlap
5. Cassie Anderson
6. Corey Anderson
7. Timothy E Bales
8. Lawrence Sjoberg
9. Ken Balon
10. Tim Colgrave
11. Jymie Holata
- 12.
- 13.
- 14.

4th of July Festival
Beer Garden Volunteer Group
Donation

July 5, 2024

Highland Athletic Booster Club

Non-Profit group

Contact – Stacy Steele

2:00pm – 10:00pm

8 hours @ \$250.00 = \$2000.00

Special Events Donation

2505-0000-39003

Highland Council of Community Events

4th of July Festival
Beer Garden Volunteer List

JULY 5th – Highland Athletic Booster Club

2:00pm – 10:00pm

1. Stacy Steele ✓
2. Michael Steele ✓
3. Taylor Steele ✓
4. Matt Ross ✓
5. Erica Gomez ✓
6. Michael Gomez ✓
7. Lauren Bastaic ✓
8. Dennis DiSanto ✓
9. Julie Villarreal ✓
10. Pete Villarreal ✓
11. Rosy Juran ✓
12. ~~Mr. Sterling~~ Julie Smith ✓
13. ~~Mrs. Sterling~~
Katie Bailey ✓
Leanne Barney ✓

4th of July Festival
Beer Garden Volunteer Group
Donation

July 6, 2024

Highland Soccer Club

Non-Profit group

Contact – Dan Goodeve

2:00pm – 10:00pm

8 hours @ \$250.00 = \$2000.00

Special Events Donation

2505-0000-39003

Highland Council of Community Events

4th of July Festival
Beer Garden Volunteer List

July 6th – Highland Soccer Club

2:00pm – 10:00pm

1. Dan Goodeve
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

4th of July Festival
Beer Garden Volunteer Group
Donation

July 7, 2024

Highland Wrestling Group

Non-Profit group

Contact – Lauren Bastaic

2:00pm – 9:00pm

7 hours @ \$250.00 = \$1750.00

Special Events Donation

2505-0000-39003

Highland Council of Community Events

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.**

Councilor Robertson moved to approve the request from the Main Street Bureau to conduct a controlled event, where alcohol will not be dispensed on Jewett Street, a public way, from 4th Street East to Kennedy Avenue 5th Street during the hours of 9 o'clock a.m. till 4 o'clock p.m. Councilor Turich seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The controlled event permit on a public way for the day of October 5, 2024 was granted.

Mark Herak

From: Maria Becerra
Sent: Friday, July 5, 2024 1:17 PM
To: Mark Herak
Cc: Ralph Potesta; Brett Teske; Kendra Hernandez
Subject: Road Closure Council Approval for 3 Big Crawls

Mark,
Town Council Approval for Road Closure
July 30th
August 27th
September 24th
Main Street will be having **Big Crawls**.
We need approval to shut down Highway from Kennedy East to 5th.

Also for **Maker Market Day**
October 5th Jewett only from Kennedy East to 4th St. (Library)

Thank you

Maria Becerra (219) 972-7598 mbecerra@highland.in.gov
Director – Redevelopment Commission
Town of Highland <https://highland.in.gov>
3333 Ridge Road
Highland, IN 46322

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.**

Councilor Robertson moved to approve the request from the Main Street Bureau to conduct a controlled event, where alcohol would be dispensed on Highway Avenue, a public way, from 5th Street west to Kennedy Avenue on July 30, 2024, August 27, 2024 and September 24, 2024, from 4 o'clock p.m. to 9 o'clock p.m. as part of the Restaurant Crawl. Councilor Black seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The controlled event permit was granted.

Mark Herak

From: Maria Becerra
Sent: Friday, July 5, 2024 1:17 PM
To: Mark Herak
Cc: Ralph Potesta; Brett Teske; Kendra Hernandez
Subject: Road Closure Council Approval for 3 Big Crawls

Mark,
Town Council Approval for Road Closure
July 30th
August 27th
September 24th
Main Street will be having Big Crawls.
We need approval to shut down Highway from Kennedy East to 5th.

Also for Maker Market Day
October 5th Jewett only from Kennedy East to 4th St. (Library)

Thank you

Maria Becerra (219) 972-7598 mbecerra@highland.in.gov
Director – Redevelopment Commission
Town of Highland <https://highland.in.gov>
3333 Ridge Road
Highland, IN 46322

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).

Councilor Black moved the passage and adoption of Works Board No. 2024-38. Councilor Turich seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Town Executive.

**TOWN of HIGHLAND
Board of Works
Order of the Works Board 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 LOWEST RESPONSIVE AND RESPONSIBLE BID IN THE AMOUNT OF ONE MILLION SEVEN HUNDRED NINE THOUSAND SIX DOLLARS AND 80 CENTS (\$1,709,006.80)

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined a need to improve the certain roadway sections, listed in Appendix A, attached hereto and made a part of this Order, compiled into one (1) project identified as the 2024 Community Crossings Match Grant Street Improvement Project, Des. No. 2400242 (Project); and

Whereas, The Town had applied and was successfully awarded a Community Crossings Matching Grant for the Project from the State of Indiana in the amount of One Million Twenty-four Thousand Five Hundred Sixty-nine Dollars and 30 cents (\$1,024,569.30) to be used toward the street improvement project; and

Whereas, NIES Engineering, Incorporated had prepared plans and specifications for the Project and the project was bid in accordance with I.C. 36-1-12 *et seq.* and notice was published in accordance with I.C. 5-3-1; and

Whereas, The following bids were received at 10:00 a.m. on July 17, 2024:

<u>Bidder</u>	<u>Base Bid</u>
1. Milestone Contractors, L.P.	\$1,709,006.80
2. Rieth-Riley Construction Co., Inc.	\$1,790,673.97

Engineer’s Estimate

Whereas, NIES Engineering, Incorporated and the Director of Public Works have determined that the bid of Milestone Contractors, L.P. in the amount of One Million Seven Hundred Nine Thousand Six Dollars and 80 Cents (\$1,709,006.80) to be the lowest most responsive and responsible bid; and

Whereas, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Town of Highland, through its Town Council, now desires to accept the recommendation of the Public Works Director and award a construction contract to Milestone Contractors, L.P. for the 2024 Community Crossings Match Grant Street Improvement Project.

Now, Therefore, Be It Resolved, by the Town Council of the Town of Highland, Indiana that the bid of Milestone Contractors, L.P. for the 2024 Community Crossings Match Grant Street Improvement Project in the amount of One Million Seven Hundred Nine Thousand Six Dollars and 80 Cents (\$1,709,006.80) is hereby accepted as the lowest responsive and responsible bid. Further, the Public Works Director is hereby authorized to execute the agreement and all documents necessary to implement the project.

Duly Adopted, Resolved and Ordered by the Highland Town Council, Lake County, Indiana, this 22nd day of July, 2024. Having been passed by a vote of 5 in favor and 0 opposed.

BOARD OF WORKS OF THE TOWN OF
HIGHLAND, INDIANA

Philip Scheeringa, President

Attest:

Mark Herak, Clerk-Treasurer

Appendix A
2024 Community Crossings Matching Grant Project List

<u>Route Name</u>	<u>From</u>	<u>To</u>		
<u>Estimate Cost</u>				
Main St	Town Boundary	Norfolk	Southern	Railroad
	\$463,119.95			
Strong St	5th St	Grace St		\$200,415.90
5th Pl	Dead End	Strong St		\$37,809.80
Delaware St	Dead End	Strong St		\$39,020.80

Delaware Pl	Dead End	Strong St	\$31,966.80
Parrish Pl	Dead End	Strong St	\$31,923.80
Cottage Grove Av	Dead End	Strong St	\$33,265.80
Cottage Grove Pl	Dead End	Strong St	\$31,945.30
Grand Blvd	Parrish Av	Grace St	\$57,246.45
Eder St	Parrish Av	Grace St	\$57,638.45
Maple Dr	Parrish Av	Grace St	\$59,173.95
Idlewild Av	Parkway Dr	Martha St	\$141,788.25
Wildwood Dr	44th St	Azalea Dr	\$44,861.95
44th St	5th St	Dead End	\$105,896.40
5th Pl	45th St	44th St	\$18,828.65
Delaware Pl	45th St	44th St	\$18,807.15
41st Pl	O'Day Dr	Liable Rd	\$121,812.70
41st Ln	Liable Rd	Kleinman Rd	\$81,945.50
Orchard Dr	41st Ln	Dead End	\$12,966.15
42nd Pl	Grace St	Liable Rd	\$62,166.60
43rd St	O'Day Dr	Liable Rd	\$56,406.45
			\$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.

Councilor Turich moved the passage and adoption of Works Board No. 2024-39. Councilor Georgeff seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Town Executive.

**TOWN OF HIGHLAND
 BOARD OF WORKS
 ORDER OF THE WORKS BOARD 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**

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined a need to improve certain roadway sections, listed in Appendix A, attached hereto and made a part of this Order, compiled into one (1) project identified as the 2024 Community Crossings Match Grant Street Improvement Project (Project); and

Whereas, the Town had applied and was successfully awarded a Community Crossings Matching Grant for the Project from the State of Indiana in the amount of One Million Twenty-four Thousand Five Hundred Sixty-nine Dollars and 30 cents (\$1,024,569.30), which represents fifty percent of the estimated construction cost; and

Whereas, NIES Engineering, Inc. had prepared plans and specifications for the Project and the project was bid in accordance with I.C. 36-1-12 *et seq.* and notice was published in accordance with I.C. 5-3-1; and

Whereas, The Town has heretofore awarded a construction contract to Milestone Contractors, L.P. in the amount of One Million Seven Hundred Nine Thousand Six Dollars and 80 Cents (\$1,709,006.80) to be the lowest responsive and responsible bid and has further determined a need to engage professional engineering services during construction to supervise, inspect, and manage the construction activities on the Project on behalf of the Town; and

Whereas, NIES Engineering, Inc. (Consultant) has offered and presented an agreement to provide and furnish professional engineering services during construction for the Project in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the services in the amount of Twenty-nine Thousand Five Hundred Dollars and no Cents (\$88,500.00); and

Whereas, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Town of Highland, through its Town Council now desires to approve the project and to accept and approve the agreement for services as herein described.

Now Therefore Be It Resolved by the Town Council of the Town of Highland, Lake County, Indiana;

Section 1. That the Professional Engineering Services during Construction Agreement, (incorporated by reference and made a part of this Order) between NIES Engineering, Inc. and the Town of Highland for the 2024 Community Crossings Match Grant Street Improvement Project, is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for Professional Engineering Services during Construction in the not to exceed fee amount of Twenty-nine Thousand Five Hundred Dollars and no Cents (\$88,500.00) is found to be reasonable and fair;

Section 3. That the Town of Highland, through its Town Council, believes that NIES Engineering, Inc. has demonstrated professional competence and has the qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

Section 4. That the President of the Town Council be authorized to execute the Agreement with his signature as attested thereto by the Clerk-Treasurer.

DULY, PASSED AND ADOPTED by the Town Council of the Town of Highland, Lake County, Indiana this 22nd day of July, 2024 having passed by a vote of 5 in favor and 0 opposed.

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

Philip Scheeringa, President

Attest:

Mark Herak, Clerk-Treasurer

**Appendix A
2024 Community Crossings Matching Grant Project List**

<u>Route Name</u>	<u>From</u>	<u>To</u>	
<u>Estimate Cost</u>			
Main St	Town Boundary	Norfolk Southern Railroad	
\$463,119.95			
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Delaware Pl	Dead End	Strong St	\$31,966.80
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Cottage Grove Av	Dead End	Strong St	\$33,265.80
Cottage Grove Pl	Dead End	Strong St	\$31,945.30
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Eder St	Parrish Av	Grace St	\$57,638.45
Maple Dr	Parrish Av	Grace St	\$59,173.95
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41st Ln	Liable Rd	Kleinman Rd	\$81,945.50
Orchard Dr	41st Ln	Dead End	\$12,966.15
42nd Pl	Grace St	Liable Rd	\$62,166.60
<u>43rd St</u>	<u>O'Day Dr</u>	<u>Liable Rd</u>	<u>\$56,406.45</u>

\$1,709,006.80

8. **Transfer Resolution No. 2024-16:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From and Among Major Budget Classifications to the Community Crossings Grant Fund from 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.

Councilor Black moved the passage and adoption of Appropriation Transfer Resolution No. 2024-16. Councilor Turich seconded. Upon a roll call vote of the elected officials, there were five (5) affirmatives and no negatives. The motion passed. Appropriation Transfer Resolution 2024-16 was adopted pending the signature of the municipal executive

**TOWN OF HIGHLAND
APPROPRIATION TRANSFER RESOLUTION
RESOLUTION NO. 2024-16**

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS to the COMMUNITY CROSSINGS GRANT FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO IC 6-1.1-18-6.

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions to the **Community Crossing Grant Fund;**

NOW, THEREFORE BE IT RESOLVED 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 appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

Section 2. That is has been shown that certain existing unobligated appropriations of the **LR&S Fund**, **CEDIT ECON Dev. Fund** and the **MVH Fund** which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

CEDIT ECON DEV INCOME TAX FUND

Reduce Account:	#4436-0000-471.18 CEDIT Resurfacing	<u>\$500,000.00</u>
	<i>Total 400 Series Reductions</i>	
		\$500,000.00

LR&S Fund

Reduce Account:	#2202-0000-390.09 LR&S Constr. Streets	<u>\$275,000.00</u>
	<i>Total 300 Series Reductions</i>	
		\$275,000.00

Reduce Account:	#2202-0000-310.02 LR&S Constr. Engineering	<u>\$88,500.00</u>
	<i>Total 300 Series Reductions</i>	
		\$88,500.00

MVH Fund

Reduce Account:	#2201-0017-390.09 MVH Constr. Streets	<u>\$80,000.00</u>
	<i>Total 300 Series Reductions</i>	
		\$80,000.00

Community Crossing Grant Fund

Increase Account:	#2405-0000-399.98 Transfer (Revenue Acct.)	<u>\$943,500.00</u>
	<i>Total 300 Series Increases</i>	
		\$943,500.00

Total of All Fund Decreases:	\$943,500.00
Total of All Fund Increases:	\$943,500.00

DULY RESOLVED and ADOPTED this 22nd Day of July 2024 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

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

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

Attest:

Mark Herak
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

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

Councilor Turich introduced and moved the consideration of Ordinance No. 1792-E at the same meeting of its introduction. Councilor Georgeff seconded. Upon a roll call vote, a unanimous vote being necessary, there were five (5) affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Black moved the passage and adoption of Ordinance No. 1792-E at the same meeting of its introduction. Councilor Turich seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five (5) affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

ORDINANCE No. 1792-E
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1792-E to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY REGARDING A CHANGE to the STARTING PAY and Establishing a Compensation Range of the PARK AND RECREATION DEPARTMENT as it pertains to the RECREATION SUPERVISORS(3).

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees;

WHEREAS, I.C. 36-5-3-2 provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

WHEREAS, I.C. 36-5-3-2(b), further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

WHEREAS, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year;

WHEREAS, The Town Council of the Town of Highland, as the Town Legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2023 and thereafter as amended;

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Staffing Authority of the Park & Recreation Department is modified and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That Section 11 (A)(3) of Ordinance No. 1792 be amended by repealing Section 11 (A)(3) of that Ordinance in its entirety and replacing with the following section, which shall be numbered as Section 11 (A)(3) and read as follows:

Section 11. *Park & Recreation Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its Park & Recreation Department as follows:

(A)(3) Recreation Supervisor (3) \$1,688.00 - \$1,740.50

Section 2. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 3. That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the Clerk-Treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as amended from time to time;

Section 4. (A) That an emergency exists for the immediate taking effect of this Ordinance which, shall become effective and shall remain in full force and effect from and *after the date of its passage and adoption* pursuant to any constrains currently in force in Ordinance No. 1792 and until its repeal or amendment by subsequent enactment;

Section 5. That the provisions set forth in Section 1, shall be effective from August 4, 2024 and continue thereafter until amended , modified or repealed by passage and adoption of a successor ordinance.

(B) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed 22nd day of July 2024. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed and was considered pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 22nd Day of July 2024, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a 5 vote of in favor and 0 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; IC 36-5-2-10.2)

Comments from the Town Council:
(Good of the order)

- **Councilor George Georgeff:** *Chamber of Commerce; • Liaison to the Board of Water Works • Co-Chair Town Board of Metropolitan Police Commission • Redevelopment Commission Member*

Councilor Georgeff began by acknowledging Metropolitan Police Chief who began by describing the self-inflicted wound that occurred at Theos. He said the patron, had a 9mm stuffed in his rear waistband and accidentally shot himself in the thigh as he tried to pull his pants up. The officers, when arriving on the scene applied a tourniquet. The patron was later transported to Community Hospital and then to the University of Chicago. He thanked the Fire Department for coming out and washing down the scene as blood was everywhere. He said everyone acted professionally. Chief Potesta then went over the last two (2) weeks crime statistics:

Town Council notes for 07/22/2024 (past 2 weeks activity):

0 Burglaries – 0 Rapes

Attempted Robbery at one of our gas stations – occurred at 12:00 this morning. Suspect inferred he had a gun by holding his hand in his pocket. Demanded money. After some discussion, the suspect ran out empty handed.

Saturday evening a 40YOA male from Highland accidentally shot himself in his thigh while exiting the front doors of Theo's. Victim had a 9mm "stuffed" in his rear waist band that accidentally discharged as victim was struggling to keep his pants up. Tourniquet applied by our officer on the scene. Victim was taken to Community Hospital and later transported to the University of Chicago. Thank you to FD

2 vehicles stolen from one of our dealerships: 2023 Camaro (\$51,300) and 2017 Camaro (\$57,200). Both vehicle driven off the lot overnight Friday into Saturday. Detective Bureau investigating.

2 Assaults – No charges

1 Drug (Marijuana) arrest from a traffic stop

4 DUI arrests

Fire – Officer Chris Wanat observed a garage on fire while on patrol - Chief Pipta will cover

Responded to 10 Domestic Violence related calls -- No arrests

5 Retail Theft calls / 5 arrests made:

2 males out of Chicago – 1 of which had a migrant "Tent City" address – stole \$444 and \$498 in merchandise – Charges filed

1 male out of South Bend stole \$690 in merchandise – Charges filed

45 year old male out of Lowell – on bicycle – stole 2 cartons of cigarettes from one of our gas stations. Hit at least 2 other businesses in the same fashion over the next 2 days. Finally identified during an incident in Dyer – Charges filed.

69 year old out of Schererville caught filling a flask with alcohol from a bottle off the sales shelf – Charges filed.

Male and female (Griffith) stole over \$300 in merchandise – intercepted by Loss Prevention – merchandise eventually dumped / left in parking lot – Charges pending

35 accidents covered – 3 of those involved personal injury

1 was an officer involved accident – property damage only – our squad damage is still being evaluated.

New officers had their physical assessment at the police academy today. All passed. All start the Police Academy next Monday morning.

Officer Tim Colgrove finished Field Training successfully and is patrolling on his own at this point.

Anticipating Office Tyler Wilson to finish Field Training in the next few weeks and be on his own as well.

Touch-a-Truck at Antique Mall This Friday 2p – 4p / We will be participating / FD / Public Works / SWAT / Local Business trucks

He added that Commander Anderson wanted to remind everyone of the Touch a Truck Event, happening this Friday at the Antique Mall from 2 o'clock p.m. to 4 o'clock p.m. And lastly, he said the renter on Southmoor Avenue in the Meadows subdivision, whose dog kept getting out and attacking other dogs, has been evicted by his landlord as there was another incident last Sunday.

Councilor Turich asked the Chief about the hoarder who lives on Lincoln Place. Chief Potesta reported that Building Commissioner Mika has been handling the situation and had met with the neighbors and explained what is taking place to resolve the issue. Chief Potesta reported the neighbors were pleased with the progress and left pleased.

Councilor Georgeff said he and Councilor Scheeringa will be attending the grand opening of the Local Md Care on July 23rd from 11:30 o'clock a.m. to 2 o'clock p.m. The business is located at 10343 Indianapolis Boulevard. He concluded that he spoke to the architect who was contracted to come up with a preliminary design for a new town hall and expand the Fire Station said he plans to be in town mid-August to talk in person with the Building Commissioner, the Redevelopment Director, the IT Director and the Clerk-Treasurer.

• **Councilor Doug Turich:** *Park and Recreation Board Liaison • Liaison and Plan Commission Member • Advisory Board of Zoning Appeals Liaison • Redevelopment Commission Member*

Councilor Turich acknowledged Building Commissioner Ken Mika who said the Plan Commission met a week and a half ago in study session to review the proposed changes to the sign ordinance. He said Attorney Reed was going to prepare the legal to be placed in the newspaper for the public hearing. They hope to have the public hearing next month. He said the BZA will be meeting Wednesday to approve the findings of fact from last month's meeting and to hear a petitioner who wants an additional garage on their property. He said his department received a state design release for 8347 Kennedy Avenue which originally housed the Brewfest and now will become a Dunkin Donut. He said the owner will be applying for a building permit within the next two (2) weeks. He said he met with a group representing the owners of Traditions. The owners presented drawings for the proposed new building and the site plan. The owner's goal is to keep the existing foundation and build a new building on top of it. The foundation will have to be beefed up in order to have something built on top of the current foundation. Ken said the owner has agreed to tear down the existing building within thirty (30) to forty-five (45) days. The owner is scheduled to be placed on the Plan Commission's study session next month. He concluded that approximately two (2) weeks ago he issued a building permit for the boutique hotel to be located on Cardinal Campus.

Councilor Turich then acknowledged Park Superintendent Alex Brown, who wanted to clarify that the starting pay of the new recreation supervisor is because of the July 1, 2024 changes in how the Department of Labor treat exempt and non-exempt employees. He said exempt employees paid below a certain threshold must be paid overtime. By raising up the standard, they won't have to pay the employee overtime and it made sense to increase the other two (2) recreation supervisors. He said the parks made it through the storms last week in pretty good shape. There were a few branches down and they lost a tree on the bike trail. He said construction began on the pickle ball courts at Meadows Park. Once completed, the contractor will be moving to Brantwood Park to rebuild the tennis courts. Both projects should be done by the end of September. He said they conducted interviews for the new recreation supervisor. They did make

an offer and the person accepted. He did not want to reveal the name until the new supervisor had an opportunity to tell their current employer. He hopes the new employee will start later in August. He said the next two (2) weekends, Disney's High School Musical will be performed at Main Square. Admission is free. He said they will be adjusting some work schedules next Tuesday and Friday to accommodate the Big Restaurant Crawl and the Rotary Corn Roast.

Councilor Turich said the meeting last Thursday with soccer went well. He asked Alex Brown if he was able to reach out to anyone at the DNR regarding removing the existing baseball field and replacing it with a soccer field. He said the DNR is fine with it, as long as, the general public is able to use the soccer field. He said the soccer board will take the discussion back to their members and then set up another meeting with the Park Board. He said there was continued discussion with the Park Board around the proposed fence around Main Square.

• **Councilor Alex Robertson:** *Sanitary Board Liaison • Redevelopment Commission Member
• Council of Community Events Commission Liaison • Public Works Liaison • Liaison to Main Street
Bureau • Liaison to the Tree Board • Liaison to the Highland Neighbor for Sustainability.*

Councilor Robertson began by going over a list of the upcoming events for the Highland Neighbors of Sustainability. He said they met their goal of collecting 1,000 lbs. of plastic and were given a free bench which is located in the Community Garden. The group passed out 500 wildfire seed packets during the twi-light parade. He said the group is doing a lot of planting and weeding along the bike path, the Community Garden, the Town Hall and the rain garden at the municipal lot. They are helping with the restoration of the courtyard at Johnson School. He said they began a pilot program at Merkley Elementary School on composting food waste from summer lunches. They participated in the Lake County Fair. There is an upcoming event at the Oak Ridge Prairie. One of the programs is to collect old and usable sneakers for recycling. They are also collecting bread tabs for recycling. He said the native plant mural on the side of the Edward Jones building is coming along nicely. He said Ken Mika approved the design. Ken said it was a pretty nice design. Additional events include a migration hosting at the Rookery on October 5th and a pumpkin smash on November 2nd at Main Square. He said Main Street had an Art Walk in June.

Councilor Turich asked Councilor Robertson if they could make the pumpkin smash larger and a little more family friendly. Councilor Robertson addressed the question to Cathy Perrin who said they are always up to making things bigger and better but they have to realize they are a volunteer group so they are limited to what they can do. She talked about putting down a tarp and allowing people to smash the pumpkins with a mallet. The smashed pumpkins are then taken to Aaron's farm in Hobart where they are fed to the animals.

Council Robertson then acknowledged Public Works Director Mark Knesek who said the Town was really lucky when the huge storm came through the area last Monday night.

Highland really dodged the major blunt of the storm but we still have some damage. He said Public Works still has two (2) chippers and a payloader cleaning up the debris. Making things worse, the Town experienced a force main break and 34,000 gallons of sewage was spilled along the bike trail. They sand bagged the Cady Ditch and prevented the sewage from getting into the Cady Ditch. He concluded that Public Works received a lot of calls about power outages. He reminded everyone that they are not Nipsco and the residents need to reach out to Nipsco. He said he reached out to Nipsco but he doesn't have any clout and the supervisors at Nipsco were tired of hearing from him.

Councilor Turich asked the Public Works Director what he found out about the house that was illegally draining their sump pump into the front yard and onto the sidewalk. Mr. Knesek said he went by the address given and he said he couldn't see any illegal draining. Councilor Turich said he will meet with Mr. Knesek after the meeting and give him the address.

• **Councilor Tom Black:** *Redevelopment Commission Liaison and Member • Member of the Lake County Solid Waste Management District Board • Member of the Northwestern Indiana Regional Planning Commission (NIPRC) • Shared Ethics Representative • Liaison Traffic Safety*

Councilor Black began by wishing Highland Code Enforcement Officer Carl Porter and his family a speedy recovery as they were involved in a car accident last week. He said the Lake County Solid Waste Board met last Thursday. The Board went ahead and approved a contract with a company that will grind the County's mulch. He believed the site was in Gary and Lake County residents can go and get five (5) gallons of mulch free. He said the Board discussed recycling as many towns are discontinuing their recycling programs because so much recyclables end up in the land fill. The main reason is the curb side recyclables become contaminated and the entire load then goes into the landfills. With many town's contracts coming due, the towns are eliminating curb side recycling but going with a common drop-off location, usually at the public works garage. The thinking is if a person takes the time to take their recyclables to a common location, they are serious about recycling and the load won't be contaminated.

• **Town Council President Philip Scheeringa:** *Town Executive (I.C. 36-1-2-5-(4); I.C. 36-5-2-2; I.C. 36-5-2-7); • Board of Trustees of the Police Pension Fund, Chair (By Law) • Budget Committee Chairman • Redevelopment Commission Member • Co-Chair Town Board of Metropolitan Police Commission • Fire Department Liaison • Information Communications and Technology Department Liaison • Building and Inspection Department Liaison.*

Councilor Scheeringa then acknowledged Fire Chief Mike Pipta who recapped the fire activity since the July 8th meeting. He said they have been very busy. Since July 8th, they had an additional 38 calls, 3 of which were structural. He proceeded to commend Councilor Robertson for his quick actions and calling 911 when he smelled smoke in his apartment building. He said while he and Councilor Robertson were trying to determine the source of the smoke and were pounding on doors, the door to the apartment where the smoke was originating flung open and a gentleman came running out. They checked him out in the ambulance and he was found to be okay. He said he had been cooking on the stove and fell asleep. He thanked the Merrillville, Munster and Griffith Fire

Departments for their assistance. He said there was another bad structural fire on Spring Street the other day. Again, Griffith, Munster and Merrillville assisted. It was kitchen fire but as of yet it is considered undetermined. He then commented on the garage fire on Parkway and complimented the police officer who on routine patrol saw smoke coming from the garage and called in the fire. In this case, Munster, Griffith and Lake Station assisted. It is suspected that fireworks was the cause of the fire. He said Highland provided assistance to Merrillville who had a bad structure fire. He complimented the 911 dispatch center for their professionalism during the storm last Monday evening and keeping all the channels open. He said with the power being out, many residents used their generators and the Fire Departments received many carbon-monoxide calls. He reminded the residents if using a generator, make sure they have vented it properly.

Councilor Turich asked Fire Chief Pipta where he stood on the Auto Aid agreements with Munster, Griffith and Schererville. He said he is still working on them. He said Griffith's lawyer is reviewing the agreement and should be returning it shortly.

Councilor Scheeringa then acknowledged IT Director Ed Dabrowski who said despite the storm, the Town's technology performed really well. He said the storm we experienced is called a derecho which produces hurricane force winds and heavy rains. And despite the derecho, Highland didn't receive a lot of damage. He said when he came to work in the morning, everything was up and running. However, at 9 o'clock a.m., the power to the Town Hall and Police Station was lost. The generator immediately kicked on. The power was out for about 10 hours. He said our phone system was answering in the clouds and residents were able to come into the building to pay their utility bills and get a building permit. The reason the power was lost was that Nipsco actually cut the power so they could have their workers restore power safely in other areas of the County. He said he has been working with Nick from the Fire Department installing the docking stations and modems in the various rigs. Nick completed his work this week now it's up to Ed to get his portion done. Ed said he hopes to be completed by August 1st.

Councilor Turich asked Attorney Reed where he stood on the resolution regarding the trailer currently in South Station that was purchased with FEMA money. Attorney Reed said he is still working on it.

Councilor Scheeringa concluded by congratulating all of the departments working together during last Monday's storm.

That concluded comments from the Council and President Scheeringa then turned it over to comments from visitor's or residents, reminding them to limit it to 2 minutes.

Comments from Visitors or Residents:

Jeff Rosignol, Highland began by saying Highland has got some significant opportunities. Last December, Councilor Turich chaired several meetings attended by many people and information was gathered from those residents on what course of action they would like to see Highland go and what activities were most pressing to them. He thought they gathered over 100 pieces of information. He was here tonight to see where that project

stood and to get an update on the status. He asked to set-up a meeting with the Clerk-Treasurer as the two had met earlier in the year, particularly going over the audit from 2021 and 2022. The Clerk-Treasurer said he would reach out to him. He then asked Attorney Reed where he stood updating the short term lease provisions of bed and breakfast ordinance in Highland. Mr. Rosignol thought it currently read seven (7) days as he is having a problem with a house directly across the street from him.

Larry Kondrat, Highland asked Councilor Georgeff to expound on what is the Town considering building as Councilor Georgeff has mentioned an architect several times in committee reports and architects are usually hired to design something. Councilor Georgeff responded the Council is considering adding onto or expanding the Central Fire Station and building a new town hall utilizing the police station. He then asked Councilor Turich if south station is even manned or if any equipment is stored there and is anyone dispatched from south station. Councilor Turich responded that they are working on that now and equipment is currently stored there. Mr. Kondrat then asked if the equipment was usable? Councilor Turich responded no rigs are currently stored in south station. He then asked Councilor Turich about the mural on the side of the Edward Jones building. Mr. Kondrat prefaced it that he is not against murals but he said that at an earlier meeting, Councilor Turich said there would be no more murals in Town and during his committee report, Councilor Robertson said another mural has gotten started in Highland. He then asked the Council to take a look at the three (3) murals in the enclave off of Jewett and their condition. He said if they didn't want to that was okay because he could bring some of them in as the paint is peeling and falling on the ground. He said he hasn't looked at the mural behind the funeral home.

Councilor Robertson said he was aware that they are in disrepair but the cause was the condition of the building.

Mr. Kondrat disagreed and said it was because the walls were not properly cleaned and sand blasted and all the crud was cleaned off. To him, it appeared that they simply gave it a quick cleaning and began to paint. He reiterated that he's not against murals but if you are going to do another, please properly treat the walls before painting.

Rick Volbrecht, Highland wanted to add onto the conversation of Councilor Georgeff and Larry Kondrat regarding a new Town Hall. He said his comments should not be taken as he is for or against a new Town Hall and this is not a school board issue. He said he is not trying to talk you out of it, as the Council will do what it wants. This is an issue that affects property owners in the Town of Highland. This is a property tax issue and it is property taxes that will pay for this building. He said the School Town tried a referendum in 2023 and a tiny minority defeated the referendum 52% to 48%. He said you can rest assured that after this school board election, the school board will reintroduce the referendum in 2025. Who pays if the referendum is passed? The property owners will pay. The school town referendum was \$50m over 8 years. He gave himself as an example that if the referendum passed, his school tax would go up 56% or the school tax he paid went from \$880 to \$1,320 a year.

Councilor Turich asked Councilor Robertson where the Main Street light project stood for the downtown? Councilor Robertson said the two (2) companies who responded to the RFP commented that the current light poles were not strong enough to withstand the tension of the guide wires and lights.

Councilor Turich asked whether any engineering studies were done or was that simply their opinion? Councilor Robertson said that was their opinion. He said the contractors felt that supplemental steel would have to be added to support the project and at that cost, you should replace the poles. Councilor Turich said rather than simply guessing, they should have Derek Snyder of Nies do some calculations. Derek should analyze how much tension or force would be exerted with the project. Councilor Turich said I'm bringing this up because we continue to talk about it and never push it across the finish line. He then gave an example about street in Valpo which has the same streetscape as the Council was thinking. He was there having dinner with his family. He then showed Councilor Scheeringa a picture he took of downtown Valpo.

Councilor Scheeringa commented that those in Valpo are not breakaway poles like exist in downtown Highland. They were installed in case a car should run into them. The poles in Valpo have reinforcements driven into the ground and will not breakaway if a car should hit them.

Councilor Robertson said he knows the street Councilor Turich is talking about and the span of the lights are not nearly as wide as what Main Street was purposing for downtown Highland and the poles are not decorative light poles that break away when a car hits them but steel poles.

Public Works Director Knesek said Derek did look at the poles and felt they were not strong enough to do what the Town was proposing.

Councilor Turich said all he is looking for is an engineer to look at the poles and do some analysis on what is being proposed and say whether it can or cannot be done. He did not want to simply take the word of the contractor.

Councilor Scheeringa asked if there were any other comments. Hearing none, he closed comments from the public and brought it back to the Council. He then asked for a motion to pay claims.

Payment of Accounts Payable Vouchers. There being no further comments from visitors or residents, Councilor Robertson moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period July 8, 2024 through July 23, 2024. Councilor Turich seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

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;

Adjournment of Plenary Meeting. There being no further business on the agenda,
the Town Council President declared the regular plenary meeting of the Town
Council of Monday, July 22, 2024, adjourned at 7:55 o'clock p.m.

Mark Herak
Clerk-Treasurer

Approved by the Town Council at its meeting of August 12, 2024.