

**Enrolled Memorandum of the Meeting
Study Session/Meeting (In person)
Thirtieth Town Council of Highland
Monday, September 30, 2024**

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

*This meeting was convened as an in person meeting and lived streamed to the Town of Highland Facebook. Facebook permits the public to observe and record the proceedings but allows no interaction between and among the Town Council and members of the public. The public is able to participate in person. All Councilors were simultaneously seen and heard. Councilor Georgeff, Councilor Black, Councilor Philip Scheeringa all participated in person. Councilor Turich and Councilor Robertson were absent.

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

Officials Present: IT Director Ed Dabrowski, Highland Fire Chief Mike Pipta and Metropolitan Police Sergeant Dave Byers were in person.

General Substance of Matters Discussed.

Appointments:

• Statutory Boards and Commissions

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

Home Rule Commissions or Boards

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

Legislative Appointments

Home Rule Commissions

1. **Main Street Bureau Board:** (7) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2025. *There are currently 10 of the 17 in place and serving. Currently serving are Ben Reinhart, Renee Reinhart, Allan Simmons, Diane Barr-Roumbus, James Roumbus, Sandra McKnight, Sandy Ray, Kathy Smailis, Ben Tomera and Laura Pilewski.*
2. **Community Events Commission Multi-year positions:** (1) appointment to be made by the Town Council. **Term: 4 years.** *(Note: Currently vacancy)*

Single year positions: (9) appointments to be made by the Town Council. **Term: 1 year.** There are currently 6 of the 9 in place and serving. *(Note: Currently serving, Rachael Carter, Olga Briseno, Kathy Camp-Burke, Linda Carter, Jack Rowe and Kelly Bridges)*

x. Discussion: Review the job description of the Chief of the Fire Department/Fire Inspector.

At the September 23, 2024 Town Council Plenary Meeting, Councilor Black introduce only Ordinance No. 1804. Councilor Scheeringa said he had reviewed the job description with the Fire Department Personnel Committee and they were fine with it. The Clerk-Treasurer said he would send a copy for the Fire Department Personnel Committee and ask them to make one final review. He also asked the Council to also to one final review.

The Council President advised the Clerk-Treasurer to place Ordinance No. 1804 on the October 14, 2024 plenary meeting agenda.

HIGHLAND FIRE DEPARTMENT

Station #1 923-9876

Emergency 911

Station #2 924-7878

Job Description

Title: Fire Chief

The Fire Chief is the executive head of the Department and has direct responsibility for the proper, legal, efficient and effective operation of the Fire Department. The Chief is appointed by the Town Council with the recommendation of the members of the Highland Fire Department and its Personnel Committee. The Chief shall meet the requirements below along with all applicable State and Local laws and ordinances.

Essential Function

Description of the Fire Chief:

1. The administrator, manager and supervisor of the Department
2. The person responsible for the readiness of all Fire Department assets
3. The Chief Fire Code official as defined in section 103.1-103.4.1 of the Indiana Fire Code with the authority listed in section 104.1- 104.11.3 of the 2006 International Fire Code
4. The Fire/Rescue/EMS training administrator
5. The Town Disaster and Emergency Management director
6. The EMS services and contracts administrator

Required Knowledge Skills and Abilities

The Chief shall have skill, knowledge, and demonstrated understanding of this office to include the following:

- The organizational philosophy and policies of all aspects of the Highland Fire Department as defined in this document, The Highland Way, nationally recognized standards and recommendations of the International Fire Chiefs, NFPA, FEMA, National Fire Administration and other leading fire service organizations
- The laws, ordinances, SOG's, Rules and Policies relating to the overall operations of the Highland Fire Department in the areas of fire suppression, prevention and investigations, Homeland Security and Emergency Management functions for the Town of Highland
- Advanced fire suppression, hazardous materials, rescue and disaster management operations
- Advanced skills and training in all aspects of the Department's employee relations, budget administration, public safety ethics, Town governance and operations, and customer service complaints
- Fire Ground Command and Blue Card System and the National Incident Management System as defined in the National Response Plan under Presidential Directives 5 & 7

Experience

- The Fire Chief shall have a minimum of ten (10) years' experience in the Fire Service. The Chief shall have an extensive background in fire ground operations, budget development, Human Resources and personnel management, fire inspection, fire cause and origin, firefighter training and emergency management operations. An extensive background is

HIGHLAND FIRE DEPARTMENT

Station #1 923-9876

Emergency 911

Station #2 924-7878

defined as a combination of actual experience, education and training that can be demonstrated by action and educational documents received and evaluated by the Personnel Committee

- Minimum of 5 years as Captain, Lieutenant or Operations Chief

Education, Training, Certifications and Residency

- Fire Officer I certificate
- Fire Officer Strategy/Tactics certificate
- Instructor I certificate
- Fire Inspector I certificate
- Associates degree in Fire Science (preferred)
- Current EMT certificate (preferred)
- NIMS 100, 200, 300, 400 and 700
- Live in the Town of Highland Within 18 months of hire date

ORDINANCE No. 1804
of the
TOWN of HIGHLAND, INDIANA

**AN ORDINANCE AMENDING CHAPTER 9.05 OF THE HIGHLAND MUNICIPAL
CODE ENTITLED FIRE DEPARTMENT**

WHEREAS, In consequence of the execution of its public safety powers, set forth in IC 36-1-4, and IC 36-8, the Town of Highland through its Fire Department, the Town Provides Fire prevention, suppression, life and limb and other emergency public safety services; and

WHEREAS, I.C. 36-1-3-4 et sequitur, provides that a unit of town government possesses all powers granted it by statute and all other powers necessary or desirable in the conduct of its affairs, even though not granted by statute; and

WHEREAS, It has been determined that several provisions of Chapter 9.05 need to be modified and enhanced to reflect the current job description for the Fire Chief; and

WHEREAS, The Town Council has determined the municipal code requires amendment in order to the current job description of the Fire Chief.

NOW, THEREFORE, BE IT HEREBY ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That Chapter 9.05; Section 9.05.03(B) of the Highland Code of Ordinances is hereby amended by repealing it in its entirety and replacing which shall read as follows:

(B) The fire chief shall be a full-time position subject to the following:

- (1) **The Fire Chief** shall be appointed by and serve at the pleasure of the Town Council upon receiving a recommendation from the Personnel Committee of the Highland Firemen's Association. The Town Council reserves the right to reject any recommendation from the Personnel Committee and direct that another recommendation, be made.
- (2) The Fire Chief shall have a minimum of ten (10) years' experience in the Fire Service, with an extensive background in; fire operations, fire cause and origin, fire inspection, firefighting training and emergency management operations. (An extensive background is defined as a combination of actual experience, education and training that can be demonstrated by action and educational documents received and evaluated by the Personnel Committee).
- (3) The Fire Chief shall have a minimum of five (5) years as a Lieutenant, Captain, Operations Chief or Chief.
- (4) The Fire Chief shall enter into a contract with the town with regard to the services to be performed and the full-time Fire Chief position shall be a PERF covered position.

- (5) The Fire Chief's position shall also include all of the duties of the fire inspector, the Chief Fire Code Official as defined in section 103.1-103.4.1 of the Indiana Fire Code with the authority listed in section 104.1-104.11.3 of the 2006 International Fire Code, the Fire/Rescue/EMS training administrator, the Town Disaster and EMS Management Director and the EMS services and contracts administrator. The Fire Chief shall be paid in the amount and manner set forth in the most recently adopted wage and salary ordinance as may be amended from time to time for the performance of the duties associated with the position.

Section 2. That Chapter 9.05; Section 9.05.07(3) of the Highland Code of Ordinances is hereby amended by repealing it in its entirety and replacing which shall read as follows:

- (3) Machines, Tools, Equipment, Software.

Machines, Tools, Equipment, Software. The fire chief must have a knowledge of and ability to operate various firefighting apparatuses and equipment, computer terminal, telephone, two-way radio, computer hardware, computer software and various office supplies.

Section 3. That Chapter 9.05; Section 9.05.07(4) of the Highland Code of Ordinances is hereby amended by repealing it in its entirety and replacing which shall read as follows:

- (4) Licenses, Certificates, Age, Residency.

The fire chief should possess a minimum of National Fire Prevention Association (NFPA) Fire Officer 1 certificate, Instructor 1 certificate, Fire Officer Strategy/Tactics certificate, Fire Inspector 1 Certificate, (preferred) Associate Degree in Fire science, (preferred) Current EMT certification, NIMS 100, 200, 300, 400 & 700, a valid hazardous material technician certificate, a valid Indiana driver's license, live in the Town of Highland within 18 months of hire date and should be at least 21 years of age.

Section 4. All provisions of ordinances in conflict with the provisions hereof are hereby repealed and of no further force nor effect.

Section 5. This ordinance shall become and be in full force and effect from and after its adoption, passage and publication in the manner prescribed by law and until its subsequent amendment or repeal by proper ordinance.

Introduced and Filed on the 23rd day of September 2024. Consideration on same day or at same meeting of introduction was not considered, pursuant to IC 36-5-2-9.8.

Duly Ordained and Adopted this 14th Day of October 2024 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of in favor opposed and abstention.

Memorandum of Meeting
Monday, September 30, 2024

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)

- x. **Discussion:** Transfer Resolution No. 2024-28: An Exigent Resolution Providing For The Transfer Of Appropriation From and Among Major Budget Classifications In the INFORMATION TECHNOLOGY FUND As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To IC 6-1.1-18-

The IT Director gave a brief explanation for the purpose of Transfer Resolution No. 2024-28.

The Council President hearing no objections, advised the Clerk-Treasurer to place the item on the October 14, 2024 plenary meeting.

Mark Herak

From: Edward Dabrowski
Sent: Tuesday, September 24, 2024 2:40 PM
To: Mark Herak
Cc: Chad Kinley
Subject: Fund Transfer Within the ICT Fund

Mark,

Can you put this on the Town Council agenda for October 14, 2024?

I would like to move \$3,000 from 7701-0000-20003 (Misc Supplies) to 7701-0000-11101 (Director of IT Salary)

Thank you,

Ed

**TOWN OF HIGHLAND
APPROPRIATION TRANSFER RESOLUTION
RESOLUTION NO. 2024-28**

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION from and AMONG MAJOR BUDGET CLASSIFICATIONS to the INFORMATION TECHNOLOGY 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 **Information Technology 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 **Information Technology 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:

INFORMATION TECHNOLOGY FUND

Reduce Account:	#7701-0000-200.03 Misc. Supplies	\$3,000.00
	<i>Total 200 Series Reductions</i>	<i>\$3,000.00</i>
Increase Account:	#7701-0000-111.01 Director IT Salary	\$3,000.00
	<i>Total 100 Series Increase</i>	<i>\$3,000.00</i>
	Total of All Fund Decreases:	\$ 3,000.00
	Total of All Fund Increases:	\$ 3,000.00

DULY RESOLVED and ADOPTED this 14th Day of October 2024 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of ___ in favor and ___ opposed.

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

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

Attest:

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

- x. **Discussion:** Work Board Order No. 2024-46: An Order of the Works Board Approving and authorizing the Metropolitan Police Chief to Purchase from Community Ford of Bloomington, IN through the State of Indiana five (5) 2025 White Police Interceptor Utility AWD Base (K8A) V6 EcoBoost pursuant to the Provisions of IC 22-5-8.2 et seq.

The Clerk-Treasurer explained to the Council that the lead time for new Explorers continue to move out as they've stop producing 2024 models and are tooling up for the 2025 models. By ordering the vehicles now, the Town would not see delivery to 2025. The 2025 budget contains a line item for five (5) new vehicles. He explained that we would be ordering via the State package so Town does not have to seek quotes as the State has already done all the leg work.

The Council President hearing no objections, advised the Clerk-Treasurer to place the item on the October 14, 2024 plenary meeting.

**Town of Highland
Board of Works
Order of the Works Board 2024-46**

An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Community Ford of Bloomington, IN through the State of Indiana (5) five 2025 Police Interceptor Utility AWD Base (K8A) V6 EcoBoost pursuant to I.C. 5-22-8-3.

Whereas, The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

Whereas, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be over \$150,000.00.

Whereas, the Metropolitan Police Chief has identified Community Ford of Bloomington, IN through the State of Indiana to be a desirable source vendor for the purchase of five (5) 2025 White Police Interceptor Utility AWD Base (K8A) at price of for a final price of \$225,000.00 for all.

Whereas, the price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040 (E) as well as Section 3.05.050 (B) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency; and

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(2) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department; and

Whereas, The Metropolitan Police Chief, pursuant to Section 3.05.050 (D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department; and

Whereas, the purchase of the five (5) vehicles will be supported by a duly approved appropriation in the MCCD funds.

Whereas, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein.

Now, Therefore Be It Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

Section 1: That the Works Board hereby authorizes and approves the purchase from Community Ford of Bloomington, IN for the purchase of five (5) 2025 White Police Interceptor Utility AWD Base (K8A)V6 EcoBoost the price of \$225,000.00 pursuant to IC 5-22 and Section 3.05.065 (H) of the Highland Municipal Code;

Section 2: That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

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 14th day of October, 2024 having passed by a vote of in favor and opposed.

TOWN COUNCIL OF THE
TOWN OF HIGHLAND, INDIANA

Philip Scheeringa, President (IC36-5-2-10)

Attest:

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

x. **Discussion:** MVH Budget. (changes made and approved by SBOA)

The Clerk-Treasurer advised the Council that the SBOA had accepted the corrections to the MVH Restricted and Administration Funds.

Mark Herak

From: SBOA CAP <CAP@sboa.in.gov>
Sent: Friday, September 6, 2024 8:41 AM
To: Mark Herak
Cc: SBOA CAP
Subject: SBOA - Your CAP Has Been Verified - TOWN OF HIGHLAND - Lake

Unit: 45 010 00 - TOWN OF HIGHLAND
Audit ID: 80729
CAP ID: 6943
Result: Other
Motor Vehicle Highway (MVH) - Restricted Fund

We have reviewed the documentation submitted in relation to your Corrective Action Plan and based on our limited review, the plan has been implemented and the issues corrected. The comments will be followed-up on during the next engagement, and any issues found at that time will be communicated to you. There is no further action necessary at this time.

We appreciate your cooperation throughout this process. Please contact CAP@sboa.in.gov if you have any additional questions or concerns.

Thank you,

The SBOA CAP Support Team

Memorandum of Meeting
Monday, September 30, 2024

Prescribed by the Department of Local Government Finance
Approved by the State Board of Accounts

Budget Form No. 1

Budget Form 1 - Budget Estimate

Year: 2025 County: Lake Unit: Highland Civil Town Department: Motor Vehicle Highway- Administration

Fund	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Salaries and Wages	111.05	Clerical Wages	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Salaries and Wages	111.27	Assistant Public Works Director	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Salaries and Wages	111.31	Labor Wages	\$217,674	\$217,674
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Salaries and Wages	111.32	Public Works Director	\$10,875	\$10,875
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Salaries and Wages	111.33	Administrative Assistant	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Salaries and Wages	111.35	Street Supervisor	\$28,375	\$28,375
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Salaries and Wages	111.36	Fleet Supervisor	\$12,175	\$12,175
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Salaries and Wages	111.38	Summer/Seasonal Wages	\$9,000	\$9,000
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Salaries and Wages	111.43	Director of Operations	\$9,225	\$9,225
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Salaries and Wages	111.98	Salary Adjustment Salary	\$13,511	\$13,511
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Salaries and Wages	111.99	Salary Adjustment Hourly	\$45,112	\$45,112
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Employee Benefits	112.01	FICA/Medicare	\$23,532	\$23,532
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Employee Benefits	112.04	Unemployment Compensation	\$0	\$0

Memorandum of Meeting
Monday, September 30, 2024

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Approved by the State Board of Accounts

Budget Form No. 1

Fund	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Employee Benefits	112.09	PERF Pension	\$33,624	\$33,624
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Employee Benefits	112.10	PERF Annuity	\$9,560	\$9,560
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Other Personal Services	113.04	Uniforms	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Other Personal Services	113.05	Drug and Alcohol Testing	\$350	\$350
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Other Personal Services	113.06	CDL Physicals	\$420	\$420
PERSONAL SERVICES Total					\$413,433	\$413,433
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Office Supplies	200.03	Miscellaneous Supplies	\$1,000	\$1,000
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Operating Supplies	210.01	Gasoline and Oil	\$25,000	\$25,000
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Operating Supplies	210.02	Tires and Tubes	\$2,700	\$2,700
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Operating Supplies	210.03	Garage and Motor Supplies	\$5,000	\$5,000
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Operating Supplies	210.04	Institutional Supplies	\$1,000	\$1,000
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Repair and Maintenance Supplies	220.01	Radio Parts & Supplies	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Repair and Maintenance Supplies	220.02	Building Materials & Supplies	\$1,000	\$1,000
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Repair and Maintenance Supplies	220.04	Equipment Parts and Supplies	\$30,000	\$30,000
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Repair and Maintenance Supplies	220.05	Landscaping Supplies	\$5,000	\$5,000
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Other Supplies	230.01	Road Maintenance Materials	\$10,000	\$10,000

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Budget Form No. 1

Fund	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Other Supplies	230.02	Bituminous Materials	\$10,500	\$10,500
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Other Supplies	230.03	Signs and Sign Material	\$9,750	\$9,750
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Other Supplies	230.04	Traffic Paint & Supplies	\$9,500	\$9,500
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Other Supplies	230.05	Road Salt	\$142,000	\$142,000
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Other Supplies	230.06	Miscellaneous Supplies	\$5,500	\$5,500
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Other Supplies	230.07	Other Equipment	\$1,500	\$1,500
SUPPLIES Total:					\$229,450	\$229,450
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Professional Services	310.04	Tuition, Training & Development	\$500	\$500
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Communication and Transportation	320.02	Travel Expenses	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Communication and Transportation	320.03	Telephone	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Printing and Advertising	330.01	Legal Notices	\$500	\$500
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Printing and Advertising	330.02	Misc. Printing	\$100	\$100
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Insurance	340.01	Bond Premiums	\$150	\$150
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Insurance	340.03	Fleet Insurance	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Insurance	344.44	UST Insurance	\$200	\$200
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Repairs and Maintenance	360.01	Equipment Repairs	\$14,000	\$14,000

Memorandum of Meeting
Monday, September 30, 2024

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Budget Form No. 1

Fund	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Repairs and Maintenance	360.02	Radio Repair & Maintenance	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Repairs and Maintenance	360.03	Building Repair & Maintenance	\$5,000	\$5,000
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Repairs and Maintenance	360.04	Janitorial Services	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Repairs and Maintenance	360.06	Street Light Maintenance	\$25,000	\$25,000
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Repairs and Maintenance	360.07	Traffic Signal Maintenance	\$15,000	\$15,000
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Repairs and Maintenance	360.09	Other Service Agreements	\$2,000	\$2,000
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Rentals	370.01	Equipment Capital Leases	\$10,000	\$10,000
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Rentals	370.02	Barricade Rental	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Other Services and Charges	390.01	Subscriptions & Dues	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Other Services and Charges	390.03	Disposal Fees	\$1,000	\$1,000
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Other Services and Charges	390.04	Snow Removal Services	\$2,500	\$2,500
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Other Services and Charges	390.05	Landscape Services	\$35,000	\$35,000
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Other Services and Charges	390.07	Tree Services	\$30,000	\$30,000
SERVICES AND CHARGES Total					\$140,950	\$140,950
0708 - MOTOR VEHICLE HIGHWAY Total					\$813,833	\$813,833
TOTAL Motor Vehicle Highway- Administration DEPT					\$813,833	\$813,833

Memorandum of Meeting
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Prescribed by the Department of Local Government Finance
Approved by the State Board of Accounts

Budget Form No. 1

Budget Form 1 - Budget Estimate

Year: 2025 County: Lake Unit: Highland Civil Town Department: Motor Vehicle Highway-Reconstruction
Maintenance

Fund	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Salaries and Wages	111.31	Laborers Wages	\$108,837	\$108,837
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Salaries and Wages	111.99	Salary Adjustment Hourly	\$22,556	\$22,556
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Employee Benefits	112.01	FICA/Medicare	\$9,066	\$9,066
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Employee Benefits	112.04	Unemployment Compensation	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Employee Benefits	112.09	PERF/Pension	\$13,312	\$13,312
0708 - MOTOR VEHICLE HIGHWAY	PERSONAL SERVICES	Employee Benefits	112.10	PERF/Annuity	\$3,830	\$3,830
PERSONAL SERVICES Total					\$157,601	\$157,601
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Other Supplies	230.02	Bituminous Materials	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Other Supplies	230.03	Signs & Sign Materials	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Other Supplies	230.04	Traffic Paint & Supplies	\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	SUPPLIES	Other Supplies	230.07	Other Equipment	\$0	\$0
SUPPLIES Total					\$0	\$0
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Professional Services	310.02	Engineering Fees	\$5,000	\$5,000
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Rentals	370.01	Equipment Capital Leases	\$0	\$0

Memorandum of Meeting
Monday, September 30, 2024

Prescribed by the Department of Local Government Finance
Approved by the State Board of Accounts

Budget Form No. 1

Fund	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0708 - MOTOR VEHICLE HIGHWAY	SERVICES AND CHARGES	Other Services and Charges	390.09	Const/Reconstruction Streets	\$120,000	\$120,000
SERVICES AND CHARGES Total					\$120,000	\$120,000
0708 - MOTOR VEHICLE HIGHWAY Total					\$282,601	\$282,601
TOTAL Motor Vehicle Highway-Reconstruction Maintenance DEPT					\$282,601	\$282,601

9/27/2024 5:07:32 PM

Page 2

x. Discussion: An Ordinance establishing the Town of Highland Downtown District a Designated Outdoor Refreshment Area.

A copy of the DORA as prepared by Councilor Robertson was placed in the Council's meeting packets, as was a copy of Griffith's DORA, as well as a copy of the City of Batesville DORA Ordinance and the Alcohol and Tobacco Commissions Non-rule Policy ATC #31. He explained to the Council, that after talking with Excise, they recommended modelling the City of Batesville Ordinance.

Councilor Scheeringa said that since Councilor Robertson is spear heading this project was not present tonight, the Council would delay further discussion on the topic till Councilor Robertson was present and could participate.

ORDINANCE (Insert Number)

AN ORDINANCE ESTABLISHING THE TOWN OF HIGHLAND
DOWNTOWN DESIGNATED OUTDOOR REFRESHMENT AREA.

WHEREAS, Ind. Code 7.1-3-31 provides authority to a municipality, defined as a city or town, to enact an ordinance creating Designated Outdoor Refreshment Areas (DORA); and

WHEREAS, the Town Council believes it is in the best interest of the Town to create a Designated Outdoor Refreshment Area in the downtown area, as authorized by Indiana Code 7.1-3-31 *et seq.*, which area is shown on the attached Map, which is designated as "Exhibit A" and incorporated by reference herein.

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Indiana, as follows:

1. All definitions in Ind. Code 7.1-2-31 *et seq.* shall apply to this Ordinance.
2. The map of the Downtown Highland Designated Outdoor Refreshment Area attached hereto as "Exhibit A", and incorporated herein by reference is hereby approved and confirmed.
3. That the Downtown Highland Designated Outdoor Refreshment Area boundary (Exhibit A) shall be defined as follows:

Starting at the northeast corner of 2618 Garfield Avenue and heading southeast along the west side of Garfield Avenue to the transition to 2nd Street near 2644 Condit Street. Then following south along 2nd Street to the corner of Ridge Road at American Legion Post 180, 8727 2nd Street. Following due East adjacent to Ridge Road to Kennedy Ave. Continuing East Across Kennedy Avenue along the Erie Lackawanna Trail to 5th Street. From 5th Street traveling east on the north side of Ridge Road to the west side of Delaware Street. At the southwest corner of Delaware Street and Ridge Road heading North along the west side of Delaware Street to the southwest corner of Highway Avenue and Delaware Street. Starting at the southwest corner of Highway Avenue and Delaware Street and following south along the north boundary of Main Square Park to 2943 Highway Avenue. Then, traveling north on the west side of 5th street to the northeast corner of 2943 Highway Avenue and turning west through the alleyway. Traveling west along the southside of the alleyway to Kennedy Avenue immediately north of 2803 Highway Avenue. Crossing to the west side of Kennedy Avenue and traveling north along the west side of Kennedy Avenue to the northeast corner of 8600 Kennedy Ave and Garfield Avenue. Heading west on the south side of Garfield Avenue to the intersection of the Erie Lackawanna Trail and Garfield Avenue to the start at the northeast corner of 2618 Garfield Street.

Memorandum of Meeting
Monday, September 30, 2024

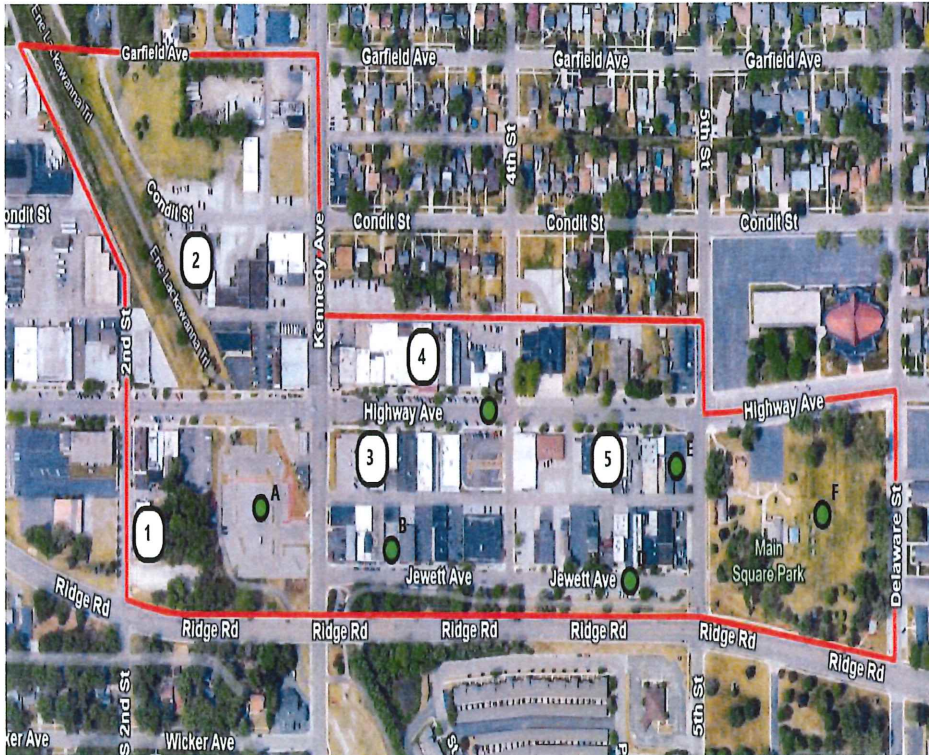
4. The Town Council finds that the DORA is consistent with zoned areas that allow for commercial, retail and entertainment establishments.
5. IC 7.1-3-31 gives retailer permittees and temporary permittees located in a DORA the ability to allow persons twenty-one and over to leave their premises with open containers of alcohol up to a certain threshold, which the person may consume anywhere in the DORA.
 - a. Nothing in this Ordinance prohibits a business, landlord, or other establishment from prohibiting open containers of alcoholic beverages to enter their premises or from prohibiting alcoholic beverages purchased from another establishment to enter their premises. Any such establishment shall post a conspicuous notice of such prohibition at the entrances to such establishment.
 - b. The Town of Highland maintains full authority and control over the sidewalks and common area and no one may prohibit or limit open containers in accordance with Indiana Code 7.1-3-31 within the Designated Outdoor Refreshment Area in those spaces, except for the Town of Highland Police Department in the exercise of its law enforcement duties.
6. The Downtown Highland Designated Outdoor Refreshment Area shall be active during the following days and times:
January 1 -December 31
Monday - Thursday, 12pm to 10pm
Friday- Sunday, 10am to 11pm
7. The following are proposed Designated Permittees within the Highland DORA:
Designated Permittees:
 1. American Legion Post 180, 8727 2nd Street
 2. Fuzzyline Brewing Co, 2712 Condit Street
 3. Growler's on Highway, 2816 Highway Ave
 4. Langel's Pizza, 2833 Highway Ave
 5. Jose's Family Restaurant, 2934 Highway Ave
8. Any additional licensed premise located within the Downtown Highland DORA that desires to be a "Designated Permittee" and/or any business the desires to be a "Vendor" within the Downtown Highland DORA and granted a "refreshment area designation" shall submit "State Form 57288 - Designated Outdoor Refreshment Area Designation", which is attached hereto and incorporated herein by reference as "Exhibit B", for approval by the Town Council by resolution prior to submittal of State Form 57288 being sent to the Indiana ATC for review.

Furthermore, and more specifically, this form shall be submitted to the Town for placement on a Town Council agenda as a resolution for review and potential approval prior to:

- a. A Designated Permittee expanding their operations into the Area outside of their designated outdoor patio area;
 - b. An Approved Vendor, either by this Ordinance or future Resolution, requesting a temporary permit to serve in the area;
 - c. Any Organization holding a special event in the Area with a Vendor requesting a temporary permit to serve;
9. The signage designating the Downtown Highland DORA attached as "Exhibit C" and incorporated by reference is hereby approved and adopted and directs the Town to place the signage at designated locations at the boundaries of the DORA. Signs shall be a combination and include but may not be limited to pole mounts and sidewalk decals.
10. The Town Council recognizes that additional signage designating the Town of Highland Downtown Designated Outdoor Refreshment Area may be warranted and necessary, and therefore town staff is hereby authorized and granted full authority to increase the number or change the type of signage in their sole discretion.
11. Participating, licensed designated permittees, vendors and patrons within the established DORA will be required to follow the local guidelines herein attached and more specifically set forth as "Exhibit D", all of which is in accordance with local and State laws;
12. This ordinance shall be in full force and effect upon its passage, approval and publication pursuant to Indiana law.
13. In accordance with Indiana Code 7.1-3-31 *et seq.*:
- a. A person may consume an alcoholic beverage purchase from a designated permittee or vendor anywhere within the refreshment area boundaries, subject to the right of any retailer permittee or business within the refreshment area to refuse to allow individuals to enter the licensed premises or business with an alcoholic beverage.

- b. All Designated Permittees and Vendors may allow a person to exit the designated permittee's or vendor's licensed premises with not more than two (2) open containers of an alcoholic beverage at a time. The contents of an open container may not exceed the following:
 - i. Beer or flavored malt beverage of not more than sixteen (16) ounces.
 - ii. Wine, cider, or hard seltzer of not more than twelve (12) ounces.
 - iii. A mixed drink of not more than ten (10) ounces containing not more than two (2) ounces of liquor.
- 14. Glass containers may only be allowed in a Designated Permittee's Outdoor dining area and may not be removed into the Downtown Designated Outdoor Refreshment Area.
- 15. Designated Permittees and approved Vendors may use only non-breakable plastic or metal bottles, plastic cups, paper cups, or metal cups affixed with a logo or label that identifies the container for use only in the Designated Outdoor Refreshment Area.

Exhibit A



- | | | | |
|----------------|---|-----------------------------|---------------------------|
| Vendor Areas |  | 1) American Legion Post 180 | A. Municipal Parking Lot |
| | | 2) Fuzzyline Brewing Co | B. Jewett Ave Alcove Lot |
| Permit Holders |  | 3) Growlers on Highway | C. Highway Ave Block |
| | | 4) Langel's Pizza | D. Jewett Ave Block |
| DORA Boundary |  | 5) Jose's Family Restaurant | E. 5th Street Parking Lot |
| | | | F. Main Square Park |



“EXHIBIT B”

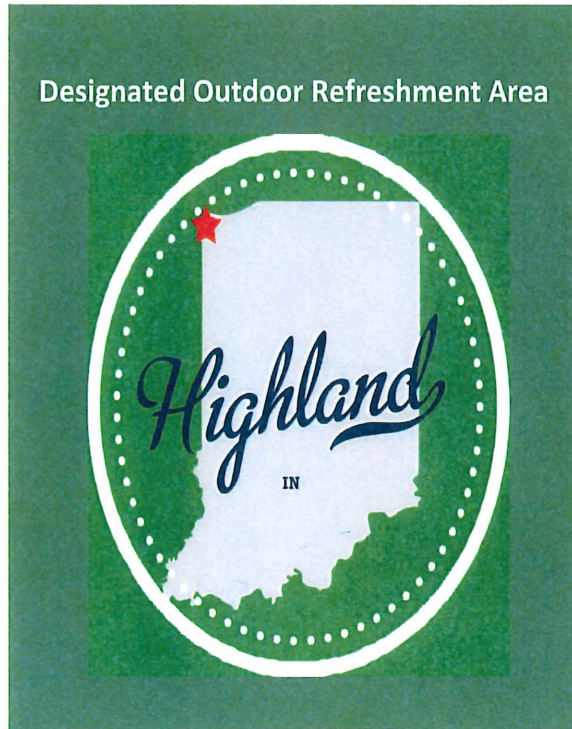
**DESIGNATED OUTDOOR
REFRESHMENT AREA (DORA)
DESIGNATION**
State Form 57288 (R / 7-24)

INDIANA ALCOHOL AND TOBACCO COMMISSION
302 West Washington Street, Room E-114 Indianapolis,
IN 46204
(317) 232-2430
www.in.gov/atc

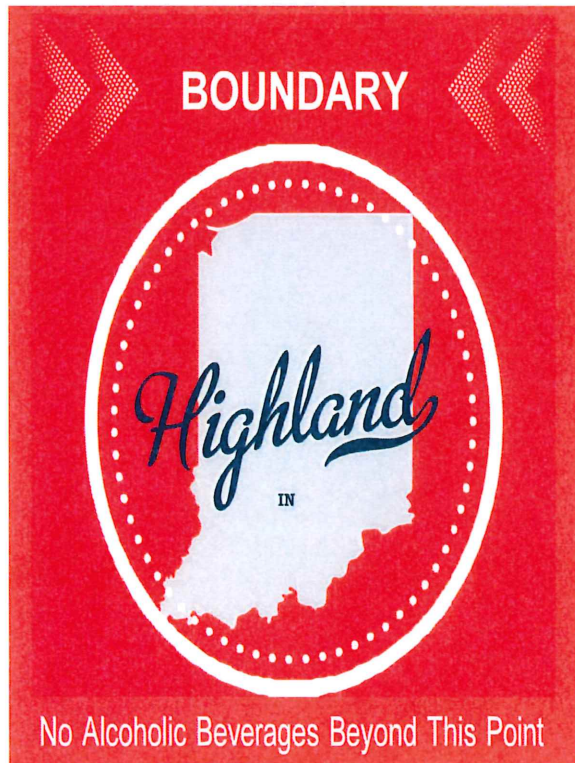
- INSTRUCTIONS: 1. Please type or print clearly.*
2. *There is no fee or charge to be designated as part of a designated outdoor refreshment area (DORA).*
 3. *If you hold a retailer or craft manufacturer permit that is located within the boundaries of a DORA and are requesting to be a designated permittee, please complete Sections 1, 3, and 4 below.*
 4. *If you are or will be obtaining a temporary beer and wine permit, requesting supplemental catering authority, or are a craft manufacturer requesting to operate within a DORA on a temporary basis, please complete Sections 2, 3, and 4 below.*
 5. *If you have any questions regarding DORAs, please visit www.in.gov/atc/alcohol-permit-resources/designated-outdoor-refreshment-areas/.*

SECTION 1: RETAILERS & CRAFT MANUFACTURERS		
Permittee name (as printed on permit)	Permit number	
Doing business as (d/b/a)	Permit expiration date (mm/dd/yyyy)	
Address of permit premises (number and street, city, state, and ZIP code)		
Name of person making application	Telephone number	E-mail address
Has the DORA already been approved by the ATC? <input type="checkbox"/> Yes <input type="checkbox"/> No	DORA number (approved DORAs only)	
SECTION 2: TEMPORARY VENDORS, SUPPLEMENTAL CATERERS & CRAFT MANUFACTURERS		
Please select one: <input type="checkbox"/> Temporary beer and wine permit <input type="checkbox"/> Supplemental catering permit <input type="checkbox"/> Craft manufacturer (artisan distiller, farm winery, small brewer)		
Permittee name (as printed on permit)	Permit number (caterers and craft manufacturers only)	
Doing business as (d/b/a)	Permit expiration date (mm/dd/yyyy) (caterers and craft manufacturers only)	
Name of person making application	Telephone number	E-mail address
DORA number (approved DORAs only)	Start date (mm/dd/yyyy)	End date (mm/dd/yyyy)
SECTION 3: LOCAL JURISDICTION APPROVAL		
Printed name of city or town official	Date (mm/dd/yyyy)	
Signature	Title	
SECTION 4: CERTIFICATION AND SIGNATURE		
I hereby certify that I have reviewed this application form prior to signing, and that all information provided herein is true and correct. I acknowledge and understand that it is a felony under Indiana law to misrepresent or falsify any portion of this application or attached documents.		
Printed name of applicant	Date (mm/dd/yyyy)	
Signature	Title	

“EXHIBIT C”



“EXHIBIT C”



“EXHIBIT D”

Downtown Highland Designated Outdoor Refreshment Area

The DORA is a designated area where alcoholic beverages can be purchased in a marked container from participating establishments and carried within the district.

- The Downtown Highland DORA is in effect January 1- December 31. Monday through Thursday from 12pm to 10pm & Friday through Sunday from 10am to 11pm.
- Patrons must be age 21 or over.
- No outside alcoholic beverages are permitted to be consumed in the DORA.
- DORA beverages may be purchased only at participating liquor establishments.
- DORA drinks are allowed only within the DORA boundaries.
- Exit signage is placed at the boundaries of the DORA, and DORA beverages are not permitted outside of these exit points.
- Pre-packaged beverages are not permitted to be dispensed as a DORA beverage.
- Only specific cups with the DORA logo are permitted to be used for DORA beverages.
- No glass containers are permitted in the DORA area.
- Patrons may enjoy their beverage outdoors (staying within the DORA boundaries).
- Patrons may take their drink into their favorite shop if a green decal is displayed in the window.
- DORA container must be disposed of before you enter another bar or restaurant including those that are Designated Permittees and those businesses displaying a red decal.
- Possession of an open container of an alcoholic beverage in a motor vehicle may constitute a Class C infraction under IC 9-30-15.

Safety and nuisance laws are strictly enforced. Patrons participating in the DORA should enjoy the DORA responsibly, respect the residents and businesses, and never drink and drive.

ALCOHOL AND TOBACCO COMMISSION

Nonrule Policy ATC # 31

1. NOTICE: Under [IC 4-22-7-7](#), this document is required to be published with the Indiana Register and is effective on its date of publication. It shall remain in effect until the date it is superseded or deleted by the publication of a new document in the Indiana Register. The publication of the document will provide the general public with information about the Indiana Alcohol and Tobacco Commission's (Commission) official position concerning a specific issue.

2. DISCLAIMER: This nonrule policy is being established by the Commission consistent with the authority under [IC 7.1-2-3-7](#). It is intended solely as guidance and shall be used in conjunction with applicable rules or laws. It does not replace applicable rules and laws, and, if it conflicts with these rules or laws, the rules or laws shall control.

3. AUTHORIZED: Jessica Allen, Chairwoman

4. SUPERSEDES: New

5. SUBJECT: The purpose of this nonrule policy is to outline the process municipalities and permittees must follow in enacting a Designated Outdoor Refreshment Area ("DORA") in accordance with IC §§ 7.1-3-31.

6. SCOPE: The Indiana General Assembly in the 2023 legislative session passed SEA 20, which provides authority to a municipality, defined as a city or town, to enact an ordinance creating a DORA. Retailer permittees and temporary permittees located in a DORA may allow persons twenty-one and over to leave their premises with open containers of alcohol up to a certain threshold, which the person may consume anywhere in the DORA.

SEA 20 allows each municipality to establish by ordinance up to seven (7) DORAs in their jurisdiction. A municipality does not have to renew DORA authorization, and it may revoke an established DORA at any time. The municipality, in its ordinance, may limit the hours or days during the week or calendar year that the DORA is in effect. However, regardless of any time limits in place, each DORA that is operational at any point during the year counts toward the maximum seven allowed.

7. POLICY:

7.1 A municipality seeking to enact a DORA need first determine its boundaries. The area encompassing a proposed DORA is subject to IC § 7.1-3-21-11, which limits proximity of alcohol to a church or a school. Generally speaking, a DORA may not be established if a church or a school is located within 200 feet of a proposed boundary of a DORA, unless there is at least eighty-five (85) feet and a two (2) lane road of at least thirty (30) feet in width between the boundary and the church or school. In order to proceed with establishing the proposed boundary, the municipality must obtain a written statement from an authorized representative of the church or school stating expressly that it does not object to the approval of the DORA and provide that written statement to the Commission as a part of its application. **If the Commission approves a DORA application and it is later determined that IC § 7.1-3-21-11 was violated when the DORA was approved, the Commission shall revoke its approval of the DORA, as well as all designations issued within the dissolved DORA.**

7.2 In order to establish a DORA, there must be at least one (1) retailer permittee operating a licensed premises within the boundaries, which the Commission approves as a "Designated Permittee." When a municipality prepares to submit its application to the Commission for approval, the municipality must collect completed designation form from **each** retailer permittee in the boundaries of the DORA who wishes to be designated and submit those forms to the Commission as a part of the application. *The designation form is contained as an attachment, and it will be posted on the Commission's website on the Alcohol Permit Applications and Forms tab.*

7.3 The municipality must prepare a map that identifies in sufficient detail the DORA's boundaries. The map may also contain the locations of proposed Designated Permittees and designated vendor ("Vendor") locations in the DORA.

7.4 The municipality must design signage to be posted at each exit of a Designated Permittee and on a Vendor's premises, as well as at other conspicuous areas in the DORA. The signage must contain the following information:

- Any open container of alcohol purchased within the DORA must remain within the DORA;
- Possession of an open container of an alcoholic beverage in a motor vehicle may constitute a class C infraction under IC §§ 9-30-15; and
- Contain dates in which the DORA is open, if the DORA is subject to date restrictions.

Additionally, as a best practice it is recommended that the signage contain a map of the DORA, any logo that the municipality may design to brand the DORA, and the hours of operation if the municipality limits the hours beyond IC § 7.1-3-1-14.

7.5.1 The municipality shall designate a DORA by enacting an ordinance to be submitted to the Commission for approval. By law, the ordinance must contain the following information:

7.5.2 The map of the DORA discussed in Section 7.3.

7.5.3 The boundaries of the DORA by street addresses. Please list the streets and addresses that constitute the borders of the DORA.

7.5.4 The locations of proposed Designated Permittees and vendors within the DORA. For Designated Permittees, please list the addresses of the businesses and mark them on the prepared map. A DORA *must* contain at least one Designated Permittee. **For proposed vendor locations in public spaces, please mark them on the prepared map and identify them by number.** Unless accompanied by a letter from the municipality explaining the circumstances of a specific event, the Commission will **only** approve temporary permit applications or supplemental caterer requests to operate as vendors in public spaces in a location that the municipality has identified in its ordinance.

7.5.5 A statement that the DORA is consistent with the municipality's zoning ordinance. Such statement may reference any order or resolution passed by the municipality's planning commission, if one is needed.

7.5.6 The number, spacing, and type of signage designating the DORA. Please refer to the signage designed consistent with Section 7.4 above. In this section, please lay out where the signage will appear in the DORA. Best practice may include posting signage on trash receptacles, at major areas of congregation, and at the extreme boundaries of the DORA.

7.5.7 The dates and hours of operation for the DORA. The Commission will only accept date limitations that are specifically listed by month and day.

7.6 Additionally, the law suggests the following other provisions that may be included in the ordinance:

- The posting of signs by retailer permittees and other businesses in the DORA indicating whether the business is participating in the DORA and whether a

person may enter the business with an open container of alcohol. If a municipality decides to include this in its ordinance, it may wish to design signs for the area's businesses to post.

- Requiring Designated Permittees and Vendors to use only non-breakable containers such as plastic bottles, plastic cups, cans, or paper cups for alcoholic beverages sold to be consumed in the DORA. (Note: another provision of SEA 20 mandates that glass containers may not be carried out from a designated permittee's premises into the DORA).
- Requiring bottles or cups be affixed with a logo that identifies the container for use only in the DORA.
- Providing a public safety plan for the DORA.
- Providing a sanitation plan for the DORA.

In addition to the items listed above, a municipality is invited to include any additional information or requirements that the community desires in an ordinance establishing a DORA.

7.7.1 The municipality shall submit its application for DORA approval to the Commission using its online My License One ("ML1") platform (link [here](#)). In order to access ML1, the municipality will need to create an Access Indiana profile (instructions [here](#)). After navigating to DORA application in ML1, the municipality will be prompted to provide the name of the point of contact and the municipality's address, and it will be asked to name the DORA. The municipality shall include the following documents in its submission:

7.7.2 The ordinance adopted by the municipality;

7.7.3 The map prepared in accordance with Section 7.3;

7.7.4 Any waivers prepared by a church or school in accordance with Section 7.1; and

7.7.5 Applications for retailer permittees to be approved as Designated Permittees;

7.8 The Commission shall review the application for approval, including confirming that the municipality has not already created seven (7) DORAs, completeness (including meeting all of the requirements listed in Section 7.5 above), and compliance with IC § 7.1-3-21-11. Upon approval, the Commission shall issue a letter to the municipality informing it of the approval of the ordinance and designations to the Designated Permittees.

7.9 Following ATC approval of the DORA, a retailer permittee operating in the DORA who wishes to receive a Designated Permittee status must complete the designation form and obtain approval by signature from the relevant authority of the municipality. Once signed, the form may be submitted to the ATC as part of the retailer's application process.

7.10 A person may apply to the relevant Indiana State Excise Police (Excise) district office for a temporary beer and wine permit for operation in the DORA to the same extent that they would otherwise be eligible. Additionally, a retailer permittee with catering privileges may serve in a DORA under its catering permit by following normal procedures and submitting a catering authority request form for approval. In each case, prior to submitting the temporary application or seeking catering approval, the person must complete the designation form seeking Vendor status and obtain approval in writing from the relevant authority of the municipality. When submitting a temporary permit application to the Excise district office, please include a copy of the DORA map (which shall include the vendor areas designated by the municipality in its ordinance) and indicate on the map the location where the Vendor will operate. **Temporary permittee applicants that complete the designation form as a vendor do not need to obtain the sheriff's signature on their temporary permit application.**

7.11 A Designated Permittee or a Vendor may allow a person to exit their premises into the DORA with not more than two (2) open alcoholic beverages. The maximum fill limits for an alcoholic beverage being sold for consumption within a DORA are as follows:

- Beer or flavored malt beverages: up to sixteen (16) ounces.
- Wine, cider, or a premixed cocktail¹: up to twelve (12) ounces.
- Liquor or a liquor-based cocktail: up to ten (10) ounces, including up to two (2) ounces of liquor.

A person may not consume an alcoholic beverage in public areas of the DORA that was purchased outside of the DORA.

7.12 Craft manufacturers (including small brewers, farm wineries, and artisan distillers) may operate in a DORA using one of its forty-five (45) annual trade show or exposition days (a/k/a festival days) which are permitted under the scope of its manufacturing permit by seeking approval from the relevant Excise district office. The Excise district office will determine whether the permittee has demonstrated that

¹ Also known as a ready-to-drink cocktail or RTD, these are liquor-based beverages that are premixed and packaged by the manufacturer.

a trade show or exposition event requirement has been met. The permittee must also obtain Vendor status as discussed in Section 7.10 prior to final approval to operate using a trade show or exposition day.

7.13 The carryout privileges that a Designated Permittee may have in their scope of permit is not impacted by being located within a DORA. Carryout of sealed original containers may occur, but these containers shall not be opened or consumed in the DORA.

7.14 A retailer permittee or other business located in a DORA may, on a nondiscriminatory basis, refuse to allow persons to enter their licensed premises or business with an alcoholic beverage.

7.15 Designated Permittees may serve alcoholic beverages on an outdoor patio or terrace portion of their licensed premises in any container. For patios located in a DORA, it is not required that the patio's perimeter be enclosed by fencing or other means. However, if the DORA enacted by the municipality is sufficiently limited in the number of days in a year that it is effective, the normal fencing requirements will be enforced during periods when the DORA is not in effect. A patio will need to be outlined on a retailer's floor plan and the retailer shall not serve alcoholic beverages beyond the patio premises.

ATTACHMENTS BELOW



**DESIGNATED OUTDOOR REFRESHMENT
AREA (DORA) DESIGNATION**
State Form 57288 (6-23)

INDIANA ALCOHOL AND TOBACCO COMMISSION
302 West Washington Street, Room E-114
Indianapolis, IN 46204
(317) 232-2430
<http://www.in.gov/atc>

- INSTRUCTIONS:**
1. Please type or print clearly.
 2. There is no charge or fee to be designated as part of a designated outdoor refreshment area (DORA).
 3. If you already hold a retail permit within a DORA and are requesting a DORA permittee designation, please complete Sections 1, 3, and 4 below.
 4. If you will be obtaining a temporary beer and wine permit, requesting supplemental catering authority, or are a craft manufacturer requesting to operate within a DORA on a temporary basis, please complete Sections 2, 3, and 4 below.

SECTION 1: RETAIL PERMITTEES		
Permittee name (as printed on permit)	Permittee number	
Doing business as (d/b/a)	Permit expiration date (mm/dd/yyyy)	
Permit address (number and street, city, state, and ZIP code)		
Name of person making application	Telephone number	E-mail address
Has the DORA already been approved by the ATC? <input type="checkbox"/> Yes <input type="checkbox"/> No	DORA Reference Number (approved DORAs only)	
SECTION 2: TEMPORARY VENDORS, SUPPLEMENTAL CATERERS & CRAFT MANUFACTURERS		
Please select one: <input type="checkbox"/> Temporary beer and wine permit <input type="checkbox"/> Supplemental catering permit <input type="checkbox"/> Craft manufacturer (artisan distiller, farm winery, small brewer)		
Permittee name	Permit number (catering and manufacturing permits only)	
Doing business as (d/b/a)	Permit expiration date (mm/dd/yyyy) (catering and manufacturing permits only)	
Address (number and street, city, state, or ZIP code) or description of designated vendor/caterer area		
Name of person making application	Telephone number	E-mail address
DORA Reference Number	Start date (mm/dd/yyyy)	End date (mm/dd/yyyy)
SECTION 3: LOCAL JURISDICTION APPROVAL		
Printed name of city or town official	Date (mm/dd/yyyy)	
Signature	Title	
SECTION 4: CERTIFICATION AND SIGNATURE		
I hereby certify that I have reviewed this application form prior to signing, and that all information provided herein is true and correct. I acknowledge and understand that it is a felony under Indiana law to misrepresent or falsify any portion of this application or attached documents.		
Printed name of applicant	Date (mm/dd/yyyy)	
Signature	Title	

Example map denoting DORA boundaries and Vendor locations



DESIGNATED PERMITTEES 1-4: Vendor Locations
A: Scovies
B: Town House Pump
C: Whitney's
D: The Villager

**CITY OF BATESVILLE
ORDINANCE No. 01-2024**

**AN ORDINANCE ADOPTING AND ESTABLISHING DESIGNATED OUTDOOR
REFRESHMENT AREAS IN THE CITY OF BATESVILLE, INDIANA**

WHEREAS, Indiana Code §7.1-3-31 *et seq.* authorizes the establishment of a Designated Outdoor Refreshment Area (“DORA”).

WHEREAS, as of the date of adoption of this Ordinance, the Batesville City Council knows it to be in the best interest of the City of Batesville to establish DORA districts throughout the city with the ability to establish a total of seven (7) DORAs.

WHEREAS, one DORA shall be located in the City’s downtown area, the same be shown and depicted on the attached map labeled as Exhibit “A.”

NOW, THEREFORE, BE IT ORDAINED, by the Common Council of the City of Batesville, State of Indiana, as follows:

There is hereby added to the Batesville Code of the City of Batesville, Indiana, Chapter 160, the language of which shall be:

Chapter 160 Designated Outdoor Refreshment Areas

§160.01 Incorporation of State Law. All definitions stated under Indiana Code §7.1-3-31 *et seq.* shall apply to this Ordinance and are incorporated herein by reference.

§160.02 Total DORAs. The City of Batesville (the “City”) does hereby authorize the establishment of a Designated Outdoor Refreshment Area (“DORA”), as described and detailed herein, with the potential to establish a total of seven (7) DORAs in and throughout the City, as allowed by law, at a point in the future as deemed fit and proper by appropriate governing bodies.

§160.03 Revocation of DORAs. The City may, at anytime, by resolution of Common Council, amend, revoke, or alter a DORA, individually, or all DORAs in their entirety.

§160.04 Main Street DORA. That the area depicted in Exhibit “A,” attached hereto, is designated as the Main Street Designated Outdoor Refreshment Area (“Main Street DORA”).

(A) The boundaries of the Main Street DORA by street address and direction are as follows:

Beginning at the Northwest Corner of the intersection of E Hillenbrand Avenue and Park Avenue (202 S. Park Ave.) then due South along the West side of Park Avenue to the south side of the intersection of Park Avenue and Woody’s Way (16 Park Avenue); then due East along the South side of Woody’s Way to the Northeast corner of the property located at 504 E. Pearl Street; then due South along the East property line of said property to the South side of East Pearl Street; then due West to the Southeast Corner of the

intersection of East Pearl Street and Eastern Avenue (495 E. Pearl Street). Then due South from said intersection to the Northeast Corner of the intersection of Eastern Avenue and South Street; then due West along the North side of South Street to the North West corner of the intersection of South Street and Depot Street; then due North to the Southwest corner of the intersection of Depot Street and E. Pearl Street; then due West to the Southwest Corner of E. Pearl Street and S. Park Avenue; then due South along the West side of S. Park Avenue to the Northwest corner of the intersection of S. Park Avenue and E. George Street (298 E George Street); then due West from said intersection to the North East Corner of George Street and Sycamore Street (201 E George Street); then due South to the South East corner of Sycamore Street and South Street (199 Sycamore Street); then due West through the alley way constituting an extension of South Street to the address of 117 Vine Street; then due North along the East side of Vine Street to the South East Corner of intersection of Vine Street and W. Hillenbrand Avenue (142 Vine Street); then due East on W. Hillenbrand Avenue to the South West Corner of the intersection of W Hillenbrand and Elm Street (201 Elm Street) then due North along the West side of Elm Street to the North West corner of the Intersection of Elm Street and Columbus Avenue (215 Elm Street) then due East on Columbus Avenue to the North East Corner of the Intersection of Columbus Avenue and Walnut Street (300 Walnut Street); then due South along the East side of Walnut Street to the property located at 200 N. Walnut Street then around the North and East property lines of said parcel to include said parcel within the DORA; then due East along the North side of E. Hillenbrand Avenue to the Point of beginning.

That the Main Street DORA and all subsequently adopted and established DORA areas are referred to collectively, herein, as "DORAs" or generally as a "DORA." A map of the main street DORA is attached hereto and incorporated herein by reference as Exhibit "A."

§160.05 Compliance with Zoning Code. That the City Council finds that adoption of the Main Street DORA and/or other DORAs are consistent with the City of Batesville's Zoning Code.

§160.06 DORA Signage. The minimum signage required by Indiana Code §7.1-3-31 *et seq.* for all DORAs shall be required.

§160.07 DORA Logo. The City of Batesville, by and through the Mayor's office, shall adopt and establish a common brand or logo ("DORA Logo") for Main Street DORA and all future DORAs. Any and all signage utilizing the DORA Logo shall be approved by the City of Batesville through its designated and appointed agent and shall comply with all applications and fees so determined or required.

§160.08 DORA District Boundary Signage. All signage posted in furtherance of the Main Street DORA and/or other DORAs shall comply with all signage requirements of the City of Batesville as enumerated by ordinance and of Zoning Code. However, reasonable accommodations and deference shall be made and afforded to enable and ensure signage which is proper and compliant with State Law with respect to DORAs. Signage indicating the boundaries shall be placed at common and conspicuous exit locations a DORA. That signage for the Main Street DORA shall be placed in a manner substantially similar to the locations indicated the map attached hereto as Exhibit "B."

§160.09 Hours of Operation. Hours of operation for all DORAs shall be from 12:00p.m. until 12:00a.m. every day of each week.

§160.10 Designated Permittee. Businesses, persons, entities, or organizations which are located within a DORA wishing to continually participate by selling or distributing alcoholic beverages shall be required to complete and submit an application and pay all required costs and/or fees, if any so required, to the City of Batesville in order to participate in a DORA as a "Designated Permittee," as defined in I.C. 7.1-3-31 *et seq.* Once approved by the City of Batesville, applications shall be sent to the Alcohol and Tobacco Commission for said Commission's approval. The City of Batesville shall be permitted to delegate this application process to their identified department or agent to process applications.

§160.11 Proposed Designated Permittees of Main Street DORA. The proposed and/or potential Designated Permittees of the Main Street DORA, pending each's interest, application, and approval shall include, but not be limited to:

- (A) Lil Charlies' Restaurant and Brewery';
- (B) Randy's Roadhouse;
- (C) The Sherman/Bier Hall;
- (D) Benny's Bar & Grill;
- (E) The Fraternal Order of Eagles Aerie #1130;
- (F) Veterans of Foreign Wars Auxiliary 3183; and/or
- (G) Big Four Café.

§160.12 Trash Receptacles. A Designated Permittee approved by the City of Batesville and Alcohol and Tobacco Commission shall continuously maintain a trash receptacle(s) outside of all main entrances to their premises at their sole cost and expense.

§160.13 Special Event Application. Any business, person, entity, or organization, which is either (a) not a Designated Permittee; or (b) a Designated Permittee wishing to expand operations and service into the DORA beyond its licensed premises, that desires to sell alcoholic beverages

during an event, festival, or otherwise within a DORA (both of the foregoing are referred to herein as a "Vendor"), shall submit a Special Event Application and pay all required fees, if any so determined, to the City of Batesville for review and approval by the Chief of the Batesville Police Department with a copy of the application to the office of the Mayor. Prior to submission of the Special Events Application, the Vendor shall provide, as an attachment to the application, copies of the Vendor's (i) Temporary Beer or Wine Permit or their Catering Permit and/or supplement thereto; (ii) Temporary Vendor Designation, both of which may be obtained from the Alcohol and Tobacco Commission; and (iii) any other required documentation or items so requested.

- (A) *Vendor Locations.* Vendor's shall be permitted to establish a location of service and participation anywhere within a DORA which they have elected to participate, subject to review and approval by the City of Batesville after review of the Vendor's Special Event Permit application.

§160.14 Signage Requirements. All Designated Permittees and/or Vendors participating within a DORA shall post signs indicating that the Designated Permittee and/or Vendor is a business participating in the DORA. Said signage shall contain the (i) DORA Logo, (ii) that a person may not enter the premises with an alcoholic beverage regardless if the alcoholic beverage is in a DORA container from another Designated Permittee or Vendor; (iii) that a patron may exit the premises into the DORA with only two (2) open containers of alcoholic beverages at a time; and (iv) all notices required by I.C. §7.1-3-31-16, as amended from time to time. Said Signage shall be placed at each entry and exit point of the Designated Permittee. All signage placed by a Designated Permittee and/or Vendor shall also be in compliance with and subject to the Zoning Code of the City of Batesville.

§160.15 Right of Refusal.

- (A) Alcoholic beverages in a DORA Container are prohibited from entering the premises of another Designated Permittee and/or Vendor.
- (B) Any business, residence, landlord, building owner, retailer, real property owner, lessee, and/or other establishment located in a DORA may, on a non-discriminatory basis, refuse to allow patron(s) to enter their premises, building, property, or business with an alcoholic beverage. Any business or premises which elects to exercise a right of refusal or to otherwise deny patrons entry with alcoholic beverages is recommended to post signage indicating such election; but, such signage shall not be required.
- (C) Any business or premises located in a DORA which allows patrons to enter their premises, building, property, or business with an alcoholic beverage shall be required to post signage indicating that said business or premises is a participant in the DORA and that alcoholic beverages are permitted.
- (D) The City of Batesville maintains full authority and control over sidewalks, streets, parks, and/or other common areas of the city and no person or entity may prohibit

or limit open and authorized containers in accordance with I.C. 7.1-3-31 *et seq.* within a DORA in those spaces except for the City of Batesville Police Department.

(E) All Designated Permittees and/or Vendors shall continue to have the right to refuse service to any patron in their sole discretion in compliance with Indiana Law.

§160.16 Permitted Amounts. Subject to the provisions of §160.17, hereinafter, All Designated Permittees and/or Vendors shall permit patrons to exit a Designated Permittee's and/or Vendor's premises with not more than two (2) open containers of alcoholic beverage at a time. The contents of an open container may not exceed the following amounts:

- (A) Beer or flavored malt beverage of not more than sixteen (16) ounces;
- (B) Wine, cider, or hard seltzer of not more than twelve (12) ounces; and
- (C) A mixed drink of not more than ten (10) ounces which contains not more than two (2) ounces of liquor.

§160.17 Authorized Containers. Designated Permittees and/or Vendors shall only permit patrons to exit their premises into a DORA if the alcoholic beverages, as described in §160.17, hereinabove, have been placed into a clear plastic cup labeled with a label approved and authorized by the City of Batesville ("DORA Container"). Beverages consumed within a Designated Permittee's or Vendor's premises are not required to be in a DORA Container. Glass containers are explicitly prohibited from exiting the Designated Permittee and/or Vendor's premises into the DORA.

(A) The City of Batesville may delegate and designate a department, agent, entity, or individual the right to serve as the exclusive designer, manufacturer, distributor, and/or retailer and service provider of DORA Containers for use in DORAs, the initial of which shall be Batesville Main Street, an Indiana Non-Profit Corporation with 501(c)(3) status ("Main Street").

(B) The City of Batesville shall adopt and approve a DORA Container, the design of which shall include the DORA Logo and/or any other information approved or so required by Batesville City Council.

(C) Proceeds obtained from the sale of authorized DORA Containers shall be used, in part, to assist the City of Batesville in payment of costs and expenses associated with signage, public safety, sanitation costs, events, improvements, and operations of the DORAs. All other proceeds shall be the exclusive and sole property and/or be incorporated into the budget of the designated department, agent, entity, or individual responsible for those obligations under §160.17(A).

§160.18 Carryout Businesses. The carryout privileges that a Designated Permittee may have under the scope of the Designated Permittee's other permits or licenses shall not be impacted or otherwise affected by being located within a DORA. Carryout of sealed original containers shall be permitted, but said containers shall not be opened or consumed within a DORA.

§160.19 **Revocation of Designated Permittee or Vendor Status.** Failure of a Designated Permittee and/or Vendor to comply with this ordinance shall result in an immediate revocation of a Designated Permittee's and/or Vendor's right and ability to participate in a DORA. In such event, the City of Batesville or its designated department or agent, shall deliver or serve notice of such revocation to Designated Permittee and/or Vendor. Said revocation shall contain the following: (i) that the revocation shall be immediately effective; (ii) that the Designated Permittee and/or Vendor shall immediately cease their participation in the DORA; and (iii) the basis for the revocation.

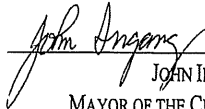
(A) *Fine.* In the alternative of a revocation of a Designated Permittee's or Vendor's right and ability to participate in the DORA, the City of Batesville or its designated department or agent may issue a fine to a Designated Permittee or Vendor for their failure to comply with this ordinance in an amount not exceeding five hundred dollars (\$500.00). The issuance of said fine shall comply with the notice requirements set forth in the preceding section.

§160.20 **Prohibition of Outside Beverages.** Persons may not consume beverages within a DORA which (1) were not purchased from a Designated Permittee or Vendor and/or (2) which were brought from outside a DORA into the subject DORA. The refilling of an authorized container with alcoholic or other beverages is strictly prohibited. Individuals found to be in violation of this section shall be subject to a fine of up to Five Hundred and 00/100 dollars (\$500.00).

§160.21 **Repeal of Existing Code Section.** The adoption of this Chapter 160 contradicts existing Code §130.12 and as such the same is hereby repealed.

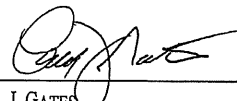
By suspension of rules, passed and adopted on 1st reading this 12th day of February 2024, by the Common Council of the City of Batesville.

WHEREUPON, the Mayor declared said ordinance finally and legally adopted.



JOHN IRRGANG
MAYOR OF THE CITY OF BATESVILLE

Attest:



PAUL J. GATES
CLERK-TREASURER, CITY OF BATESVILLE

- x. **Discussion:** Review the Preliminary Assessment as prepared by James Estes of Police Architects regarding the Town Hall and Fire Station

Councilor Georgeff said the estimates he saw were higher than he anticipated but he'd rather have the estimate come in higher and then have actual construction cost come in lower. He then gave the example of the Police Station where construction costs came in higher than the estimate and the Town ended up with cost overruns and many items had to be re-engineered. He then asked about bonds and who are the Town's bond with as he talked with a couple of other Clerk-Treasurers who advised that the Indiana Bond Bank was most competitive. The Clerk-Treasurer advised that the Town went through the Indiana Bond Bank to acquire the new street sweeper. The Clerk-Treasurer then went on to say that per the estimates provided by Mr. Estes, the project won't go to bid till probably 2026, with the first repayment of bonds in 2027 or more likely 2028. He said we will probably pay the architectural fees out of cash on hand and then pay the Town back after the bonds are sold.

Councilor Georgeff asked when the bonds for the police station will be paid off. The Clerk-Treasurer said the bonds mature in 2034. He discouraged the Council from refinancing those bonds because the interest rate fluctuates between 3.75% and 4.25% and the current market is over 5%. Councilor Georgeff then asked about the bonding capacity of the Redevelopment. The Clerk-Treasurer advised that the Town's bonding capacity was 2% of the Net AV but he didn't know about Redevelopment and would have to find out and get back to him. Councilor Georgeff continued that he felt the architect was high in his estimate of square foot cost as the architect used \$500 per square foot which Councilor Georgeff felt contributed to the high probably cost and the demolition of the current Town Hall which is basically an all block building and the demolition costs are high.

The Council felt more discussions were needed with the architect. Councilor Georgeff said he would reach out to the architect and arrange for another meeting. He said he will try to arrange another meeting sometime in November.

Memorandum of Meeting
Monday, September 30, 2024

HIGHLAND TOWN HALL
Space Need Program and Floor Level Placement

Staff: Budgeted Personnel/Postion Slots

WS: Number of work stations. Denotes a distinct area for performing a yet to be determined task. Most critical in shared office space.

Occ.: Freqent peak number of occupants in a space. Critical where occupant numbers drive square footage, such as conference rooms.

Sq. Ft.: Net square footage. The actual usable area within any functional space that becomes a room in the design phase

1.00 LOBBY & BUILDING SUPPORT		2024				2044				Existing Space		Notes	
No.	Functional Space	WST	Staff	WS	Occ.	Sq. Ft.	Staff	WS	Occ.	Sq. Ft.	1st		2nd
1.01	Lobby & Vestibule				30	600			30	600	200	400	Based on Assembly Room
1.02	Men's Public Toilet				2+3	200			2+3	200			Sinks/ toilets, respectively
1.03	Women's Public Toilet				2+3	200			2+3	200			Sinks/ toilets, respectively
1.04	Public Unisex Restroom					65				65	65		
1.05	Unisex Staff Toilet (1st Floor)					65				65	65		
1.06	Unisex Staff Toilet (2nd Floor)					65				65	65		
1.07	Coatroom / Hanging Space				50	18			50	18			Coat Hang-up
1.08	Meeting Room, Dais/Well					630				630			
1.09	Meeting Room, Gallery				75	1,120			75	1,120	1,120		35' x 50' total area w/ dais
1.10	Audio/ Video Room				1	40			1	40			
1.11	Executive Conference Room				20	525			20	525			Behind dais as safe room
1.12	Small Conference Room				12	350			12	350	350		
1.13	Breakroom				6	210			6	210	210		
1.14	Central Supply Storage				1	160			1	160	160		
1.15	Janitorial / Workshop				1	180			1	180	180		
DIVISION SUBTOTAL			0			4,428	0			4,428	1,230	3,198	

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September 23, 2024

Page 1.1

Memorandum of Meeting
Monday, September 30, 2024

HIGHLAND TOWN HALL
Space Need Program and Floor Level Placement

2.00 TOWN CLERK / TREASURE		2024				2044				Floor Level		Notes		
No.	Functional Space	WST	Staff	WS	Occ.	Sq. Ft.	Staff	WS	Occ.	Sq. Ft.	1st		2nd	
2.01	Clerk / Treasurer		1	1	5	240	1	1	5	240		240	Staff in two roles, two locations	
2.02	Deputy Clerk / Treasure		1	1	3	175	1	1	3	175		175		
2.03	Town Manager						1	1	5	240		240		
2.04	Deputy Town Manager						1	1	3	175		175		
2.05	Human Resources						1	1	3	175		175		
2.06	Councilperson Office				3	200			3	200		200		
2.07	Payroll / Personnel Clerk		1	1	2	175	1	1	2	175		175		With public counter
2.08	Payroll Records				1	360			1	430		430		With public counter
2.09	Utilities Collection Office:													
	Utilities Staff		3	3	3	360	3	3	3	360		360		
	Encumbering Clerk		1	1	1	155	1	1	1	155		155		
	Chancery / Bursar		2	2	2	260	2	2	2	260		260		Continous work Counter
	Financial Analyst		0	0	0	0	1	1	1	155		155		
2.10	Drive-up Counter / Window											80		
2.11	Copier / Supply Room				2	160			2	160		160		
2.12	File Room / Storage				1	350			1	350		350		
2.13	Vault				1	150			1	150		150		
2.14	Records Review					90				90		90	Access Lobby to Utilities Office	
	DIVISION SUBTOTAL		9			2,755	13			3,570	2,365	1,205		

3.00 BUILDING AND INSPECTIONS		2024				2044				Floor Level		Notes	
No.	Functional Space	WST	Staff	WS	Occ.	Sq. Ft.	Staff	WS	Occ.	Sq. Ft.	1st		2nd
3.01	Building Commissioner		1	1	4	240	1	1	4	240		240	
3.02	Building Inspection Secretary		1.5	2	3	320	2	2	3	320		320	Requires public contact counter
3.03	Plan review				3	200			3	200		200	3'x8' plan table, lobby access
3.04	Plan Storage / Print Room				1	185			1	185		185	

Continued On Next Page

HIGHLAND TOWN HALL
Space Need Program and Floor Level Placement

3.05	Inspections Office:												
	Plumbing Inspector	1	1	1	115	1	1	1	115	115			
	Code Enforcement	1	1	1	115	1	1	1	115	115			
	Electrical Inspector	1	1	2	115	1	1	2	115	115			
	Property Maintenance					1	1	1	115	115			
	DIVISION SUBTOTAL	5.5			1,290	7		1,405	1405				

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4.00 REDEVELOPMENT OFFICE		2024				2044				Floor Level			Notes	
No.	Functional Space	WST	Staff	WS	Occ.	Sq. Ft.	Staff	WS	Occ.	Sq. Ft.	1st	2nd		3rd
4.01	Redevelopment Director		1	1	4	240	1	1	4	240		240		
4.02	Redevelopment Assistant		1	1	2	175	1	1	2	175		175		
4.03	File Storage					80				80		80		
4.04	Workroom / Copier					80				80		80		Eliminate if shared use
	DIVISION SUBTOTAL		2.0			575	7			575	0	575		
DIVISION TOTAL, NET SQ. FT.:			16.5			9,048	27			9,978	5,000	4,978	0	
GROSS SQ. FT. FACTOR						3,809				4,191	2,100	2,091	0	
GROSS SQ.FT. TOTAL						12,848				14,169	7,100	7,069	0	

HIGHLAND FIRESTATION RENOVATION / ADDITION
Space Need Program

Staff: Budgeted Personnel/Position Slots

WS: Number of work stations. Denotes a distinct area for performing a yet to be determined task. Most critical in shared office space.

Occ.: Frequent peak number of occupants in a space. Critical where occupant numbers drive square footage, such as conference rooms.

Sq. Ft.: Net square footage. The actual usable area within any functional space that becomes a room in the design phase

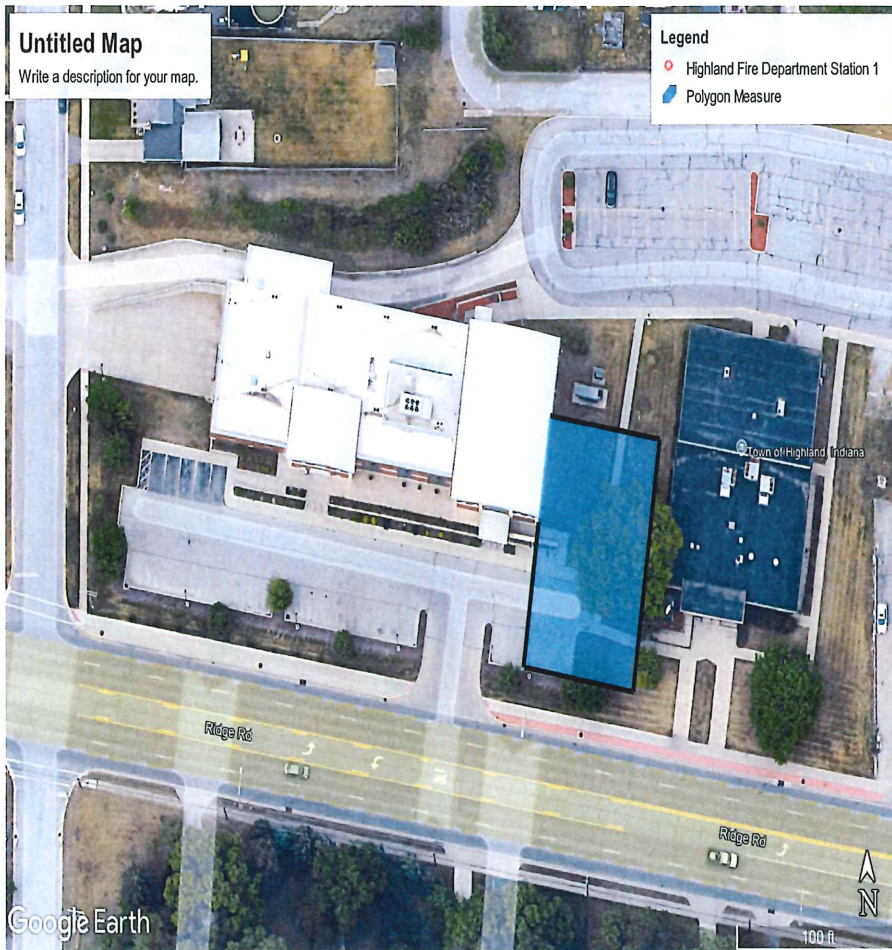
1.00	OFFICE AND TRAINING										Existing Space			Notes
	No.	Functional Space	2024				2044				W	E1	E2	
WST			Staff	WS	Occ.	Sq. Ft.	Staff	WS	Occ.	Sq. Ft.				
1.01	Lobby				5	200			5	200				
1.02	Unisex Public Toilet				1	65			1	65	65			
1.03	Fire Chief		1	1	5	240	1	1	5	240	240			
1.04	Administrative Assistant		1	1	2	140	1	1	2	140	140			
1.05	Assistant Chief		1	3	3	200	1	3	3	200	200			
1.06	Conference Room				12	335			12	335	335			
1.07	Report Room / Radio			6	6	180	6	6	6	180	180			One work station is radio
1.08	Kitchenette					60				60	60			
1.09	Storage					80				80	80			
1.10	Training Classroom				50	1,100			50	1,100	1,100			
	DIVISION SUBTOTAL		3			2,600	3			2,600	2,600	0		

2.00	APPARATUS SUPPORT										Floor Level			Notes
	No.	Functional Space	2024				2044				W	E1	E2	
WST			Staff	WS	Occ.	Sq. Ft.	Staff	WS	Occ.	Sq. Ft.				
2.01	Tool Room				2	160			2	160	160			With work bench
2.02	Air Pack storage				1	100			1	100	100			
2.03	Laundry / Extractor				1	210			1	210	210			+ washer / dryer for towels
2.04	Spare Turnout Gear				50	150			50	150	150			Open hang up space
2.05	Locker Room				60	225			60	225	225			Co-ed, 30 double tier lockers
2.06	Personal Shower / Toilet Rms.				1	340			1	340	340			Four Unisex Rooms @ 85sf
	DIVISION SUBTOTAL		0			1,185	0			1,185	0	1,185		

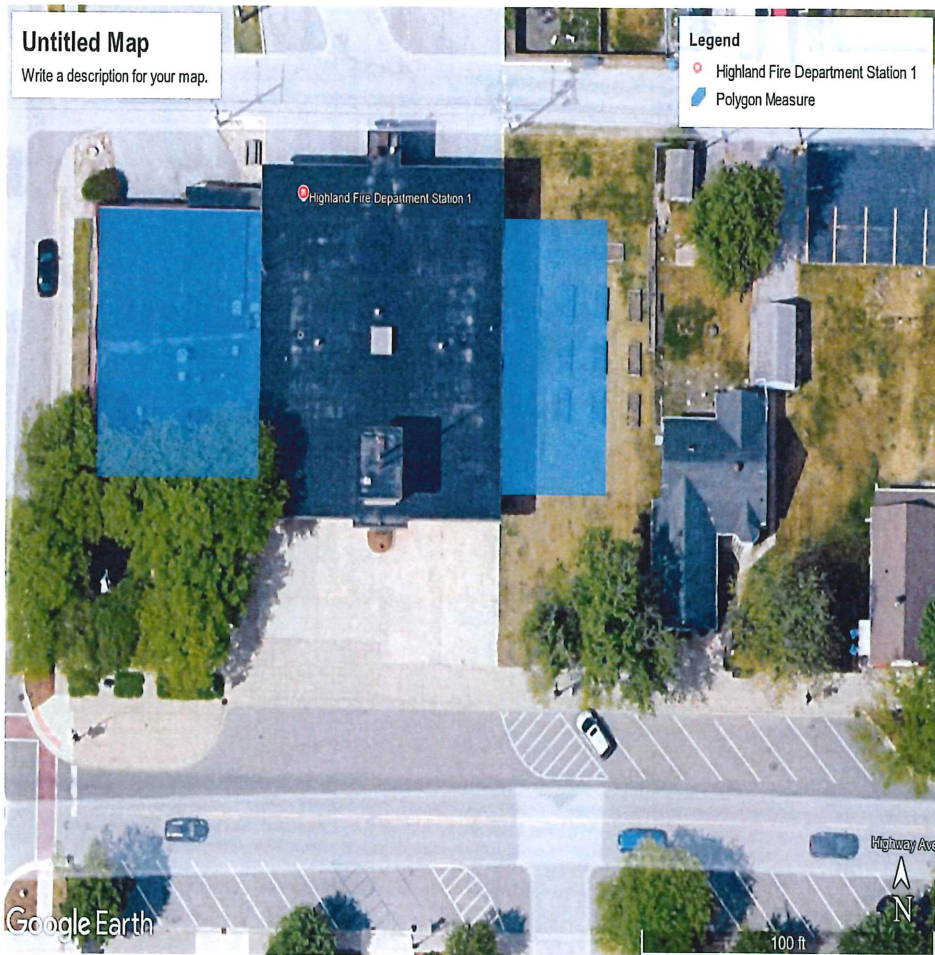
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HIGHLAND FIRESTATION RENOVATION / ADDITION
Space Need Program

3.00 LIVING / DAYROOM		2024				2044				Floor Level			Notes	
No.	Functional Space	WST	Staff	WS	Occ.	Sq. Ft.	Staff	WS	Occ.	Sq. Ft.	W	E1		E2
3.01	Dayroom				8	360			8	360			360	Seating for occupant load
3.02	Dining				8	330			8	330			330	
3.03	Kitchen				2	165			2	165			165	Commercial stove, 48" refrig.
	Pantry				1	55			1	55			55	
	Fitness Room				6	475			6	475		475		Weights, cardio
	Bedrooms				8	800			8	800			800	Individual Rms. w /desk & stor.
	Storage				1	160			1	160		160		
	DIVISION SUBTOTAL		0			2,345	0			2,345	0	635	1,710	
	DIVISION TOTAL, NET SQ. FT.		3			6,130	3			6,130	2,600	1,820	1,710	
	GROSS SQ. FT. FACTOR					2,575				2,575	1,092	764	718	
	GROSS SQ. FT. TOTAL					8,705				8,705	3,692	2,584	2,428	









x. **Discussion: Ordinance No. 1792-F: AN ORDINANCE to AMEND ORDINANCE No. 1792 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 in the Fire Department as it pertains to the Chief of the Department/Fire Inspector.**

The Clerk-Treasurer said he took Councilor Georgeff's comments and incorporated them in to Ordinance No. 1792-F. He advised the Council that he left the salary range blank as the Council would have to advise what they wanted the range to be and he would fill in the numbers.

The Council President hearing no objections, advised the Clerk-Treasurer to place the item on the October 14, 2024 plenary meeting.

**ORDINANCE No. 1792-F
of the
TOWN of HIGHLAND, INDIANA**

AN ORDINANCE to AMEND ORDINANCE No. 1792 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 FIRE DEPARTMENT as it pertains to the CHIEF of the DEPARTMENT/FIRE INSPECTOR.

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 2024 and thereafter as amended;

WHEREAS, The Town Council of the Town of Highland, as the town legislative

body, has been advised that it is necessary change the STARTING SALARY and create a COMPENSATION RANGE for the Fire Chief within the Fire Department; and

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the wage and salary ordinance as it pertains to the Fire Department; and,

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Salary of the Chief of the Department/Fire Inspector is modified and a compensation range created, pursuant to the provisions indicated herein and as follows:

Section 1. That Section 12 (A) Chief of the Department/Fire Inspector of Ordinance No. 1792 be amended by repealing Section 12 (A) of that Ordinance in its entirety and replacing with the following section, which shall be numbered as Section 12 (A) and read as follows:

Section 12. *Fire 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 **Fire Department** as follows:

	Starting Rate
(A) Chief of Department/Fire Inspector (1)	\$105,000

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. Rewritten job description will be on file for any position created, modified and authorized by this ordinance and maintained on file with the Fire Department and the Office of the Clerk-Treasurer;

Section 5. 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 6. That the provisions set forth in Section 1, shall be effective from October 28, 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 14th day of October 2024. Consideration on same day or at same meeting of introduction was not considered, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 28th Day of October 2024, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of in favor and opposed and abstention. .

**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)

Councilor Scheeringa asked if there were any additional agenda items. Hearing none, he adjourned the meeting at 7:00 p.m.