

**Topics Tentatively Scheduled for Study Session Discussion
and
Topics Requested for Action at Future Business Meetings of the
Thirtieth Town Council of Highland**

This meeting will be convened as an in person meeting.

Topic: Town of Highland, IN - Town Council Study Session

Time: January 6, 2025 06:30 PM Central Time (US and Canada)

This meeting contributes to Agenda building for the plenary meeting. Please, also be aware of the running enrolled list of matters that are likely for the plenary meeting, subject to review by the municipal executive. By practice and local ordinance, study sessions are distinguished from plenary (regular business) meetings of the Town Council "as they shall be conducted with less formality and with no votes or final actions of a dispositive nature unless provided otherwise by proper notice, pursuant to IC [5-14-1.5](#) et seq." (Confer HMC Section 2.05.130(3))

x. Discussion: Election of Town Council President

x. Discussion: Election of Town Council Vice President

x. Discussion: Selection and Appointment of Town Attorney/Firm. *(No formal action necessary as firm continues unless the Town Council acts otherwise).*

x. Discussion: Appointments.

Unless otherwise noted, all terms expire on the 1st Monday in January 2025 and until a successor is appointed or qualified, not exceeding ninety (90) days.

• **Statutory Boards and Commissions**

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

- 1. Municipal Plan Commission** (1) appointment to be made by Town Council President. *(Note: Currently held by Toya Smith, (D) term ending 1st Monday January 2025.) No more than two (2) of any party. Current composition is two (2) Republicans, one (2) Democrat. Term is four (4) years.*

*Toya Smith (appointed by the Plan Commission to the Advisory Board of Zoning Appeals)
(Term co-extensive with her Plan Commission term – 1st Monday in January 2025)*

- 2. Redevelopment Commission** (3) appointments to be made by Town Council President. *(Note: Currently held by George Georgeff, Alex Robertson and Tom Black, all expiring 1st Monday*

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in January 2025 and up to 90 days after term expires if no action)

3. **Waterworks Board of Directors:** (1) appointment to be made by Town Council President. *(Note: Currently held by Peggy Phillips (R), term ending 1st Monday January 2025). Term is for three (3) year. Current composition of the board is two Republicans and three Democrats. No more than three of any one party under state law.*
4. **Board of Sanitary Commissioners:** (2) appointments to be made by Town Council President. *(Currently held by Greg Cieslak (R) and Richard Garcia (D), term ending 1st Monday January 2025 and up to 90 days after term expires if no action.) Term is for four (4) years. Current composition of the Board is three (3) Democrats and two (2)Republicans. There can be no more than 3 from any one party.*

Regional Statutory Appointments.

- 5 **Town Representative to the Lake County Public Safety Communications Commission.** *Pursuant to Lake County Ordinance No. 1362A-2, the Town of Highland is a Group A municipality, so the appointment is an Executive appointment. Term ending December 31, 2024. Term is for four years. Currently held by Michael Pipta.*
6. **Economic Development Commission.** (1) Appointment to be made by the municipal executive, but requiring nomination from the Town Council. *(Currently held by Blane Roberts, term ending 1st Monday February 2025 and up to 90 days after term expires if no action)*
7. **Northwestern Regional Planning Commission (NIRPC).** (1) No action necessary unless a change is desired. Town Council President is appointment authority. Must be an elected official who resides in the Town. *(Current serving: Tom Black.) Must be a member of the Town Council. Term is co-extensive with term on council unless legislative body acts otherwise*
7. **Joint Board of Delegates of the Interlocal Ethics Entity.** (1) Appointed by Municipal Executive*(Current serving: Tom Black)* No term. Notifying in case the Council President wants to recall and appoint someone else. *Must be a member of the Town Council. Term is co-extensive with term on council unless legislative body acts otherwise*
8. **Lake County Convention and Visitors Bureau Board of Directors.** (1) Appointment by Town Council President. **(NOT DUE UNTIL JUNE 30 2025)** *(Currently serving Christine Cash) Appointing authority must give sole consideration to individuals who are knowledgeable about or employed as executives or managers in Hotel, Motel, Banking, Real Estate and hospitality. Cannot hold an elected or appointed political office*

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Home Rule Commissions or Boards

9. **Community Events Commission** *Multi-year positions:* (1) appointment to be made by the Town Council President. **Term: 4 years.** (Note: Currently vacant)

10. **Main Street Bureau Board of Directors.** Town Council President appointment. (1) Appointment. Town Council Representative must be a member of the Town Council. *Term co-extensive with term of appointee.* (Note: Currently serving is Alex Robertson)

11. **Tree Board.** (2) Appointments to be nominated by the Town Council but appointed by the Town Council President. (Note: Currently held by Richard Underkofler and Blane Roberts, term ending 1st Monday January 2025). Term is for three (3) years Richard Underkofler; Blane Roberts
 - a. Nomination by the Town Council. (The council would pass a motion to nominate.)
 - b. Appointment by executive. (If nominee is acceptable, the Town Council President may appoint.)

- **Tree Board Chairperson.** The Town Council President also appoints the Chairperson to be selected from the membership of the board. (See HMC Section 8.25.030 (C)) (Currently held by James Colias.)

12. **Committee and Liaison Assignments.** Assignments made by Town Council President. (Custom and Convention)

Legislative Appointments

1. **Municipal Plan Commission** (Note: Appointees may be elected or appointed official or employees of the Town. No action necessary as incumbents continue to serve unless the legislative body acts to change. Currently serving: Morgan Wright (municipal employee); Bernie Zemen (appointed official, he is a member of the Water Board); Doug Turich (elected official). The term of office of a member (who is appointed from the membership of a legislative body, a public board or commission or as an employee) is co-extensive with the member's term of office on that body, board, or council, or term of employment, unless the appointing authority appoints, at its first regular meeting in any year, another to serve as its representative. (Pursuant to IC 36-7-4-217)

2. **Advisory Board of Zoning Appeals:** (1) appointment to be made by Fiscal Body. (Note: Currently held by David Helms, term ending 1st Monday January 2025). Term is for three (3) years.

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*Toya Smith (appointed by the Plan Commission to the Advisory Board of Zoning Appeals)
(Term co-extensive with her Plan Commission term – 1st Monday in January 2025)*

3. **Park and Recreation Board.** (1) appointment to be made by the Town Council. *(Note: Current appointee is Carlos Aburto (D), term ending 1st Monday January 2025) Term is for four (4) years. (Current composition is 2 democrats and 2 republicans. Not more than 2 members may be of the same party.)*
4. **Town Board of Metropolitan Police Commissioners.** (2) appointments to be made by the Town Council. *(Note: Current appointees are Mike Danko (R) and Larry Moses (R), term ending 1st Monday January 2025). Term is for three (3) years. (Current composition for these five citizen positions is three democrats and two republicans)*
5. **Redevelopment Commission.** (2) appointments to be made by the Town Council. *(Note: current appointees are Doug Turich and Philip Scheeringa.)*

Regional Statutory Appointments

6. **Lake County Solid Waste Management District Board of Directors.** (1) No action necessary unless a change is desired. *(Note: Currently serving Tom Black) Must be a member of the Town Council. Term is co-extensive with term on council unless legislative body acts otherwise.*

Home Rule Commissions

2. **Main Street Bureau Board:** (17) appointments to be made by the Town Council. *(Note: Current Appointees are: Renee Reinhart, Ben Reinhart, Diane Barr-Roumbus, James Roumbus, Sandy McKnight, Al Simmons, Sandy Ray, Ben Tomera, Laura Pilewski and Desiree Biro, term ending 1st Monday January 2025). Term is for two (2) years.*
3. **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.** (Note: Currently serving, Linda Carter, Rachael Carter, Olga Briseno, Jack Rowe, Kathy Camp-Burke and Kelly Bridges)*

4. **Traffic Safety Commission:** (5) appointments, which must be comprised of 1 representative from the Fire Department, (1) representative from the Public Works Department (Agency), (1) member from the

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Town Board of Metropolitan Police Commissioners, and (2) members from the Police Department. Also note, HMC Chapter 10.45 provides that the Police Chief serves as Chief of the Commission regardless of being a member of the commission. (Currently serving, Mike Pipta, Fire Department Representative; Mark Knesek Public Works Department (Agency) representative; Steve Jurczak, Town Board of Metropolitan Police Commissioners representative; Commander John Banasiak, Police Department representative; and Chief Ralph J. Potesta, Police Department representative.)

“The commission shall also consist of a representative from the town council, which may be held by a single member or alternating between several members of the town council as the town council may direct. Only one member at any given time may participate in a meeting of the traffic safety commission.

x. Discussion: ABZA Findings of Fact concerning:

A use variance request by David and Mary Beth Lubarski, for the location commonly referred to as 8830 Kennedy Avenue (Art House), for the purpose of allowing the petitioner the use of a portion of the building for a tattoo studio. The property is located in a B-2/ Central Business District, in which a tattoo studio is not a listed, permitted use within this zoned district.

The Town of Highland Advisory Board of Zoning Appeals met in regular session on Wednesday, October 23, 2024. As part of their agenda, by a vote of four (4) in favor and zero opposed, the Board voted to send an Favorable Recommendation to the Town Council for the petitioner’s Use Variance Request. The ABZA, as part of their motion, stipulated the following:

1. That there be standard hours of operation, so as not to interfere with neighboring resident activities.
2. That there be customer by appointment only.
3. That once the tattoo use is determined, the entire property/building becomes a business and there be no residential use of the second floor.
4. That they obtain the necessary licensing for the tattoo studio.
5. That they obtain a State Commission Design Release (CDR) due to the change in occupancy use.

The Findings of Fact were memorialized and approved by the Advisory Board of Zoning Appeals at its meetings of December 11, 2024. (90 days ends March 11, 2025). This tolls from the making of the recommendation which could be the meeting at which the ABZA acts bit when filed.

x. Discussion: : Ordinance Number 1792-G: An Ordinance to Amend Ordinance No. 1792 to

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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 a one-time appreciation bonus for the active and participating members of the Highland Fire Department for period of January 1, 2024 through November 30, 2024.

- x. **Discussion:** Proposed Ordinance No. 1810: An Ordinance to Amend the Compensation, Benefits and Personnel Program of the Municipality, to be known as the Compensation and Benefits Ordinance Commonly known as the Employee Handbook, Pursuant to IC 36-1-3 and other Relevant Statutes. (increasing the clothing allowance and car allowance for active and participating members of the Highland Fire Department)

- x. **Discussion:** Appropriation Enactment No. 2025-01: An Enactment Appropriating Additional Monies in Excess of the Annual Budget For the General Fund in the amount of \$51,000, All Pursuant To I.C. 6-1.1-18, I.C. 36-5-3-5, Et Seq.

- x. **Discussion:** Resolution No. 2025-01: A Resolution of the Fiscal Body of the Town of Highland Approving and Fixing the Official Charges or Fees for Information and Communication Technology Services provided by the Municipality to its Executive Departments and Offices accounted in the Information and Communication Technology Fund.

- x. **Discussion:** Resolution No. 2025-02: A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4 of the Indiana Code and Section 3.20.040 of the Highland Municipal Code for, the Corporation Bond and Interest Fund, The Park District Bond and Interest Fund, the Sanitary District Bond and Interest Fund and the Waterworks District Bond & Interest Fund.

- x. **Discussion:** 2025 Annual Public Meeting Notice for the Town of Highland

- x. **Discussion:** Future direction of the HCCE

- **Plenary Business Meeting of Monday January 13, 2025**

- Minutes of the Meeting of Monday, December 23, 2024.
- Public Hearing – Additional Appropriations – Appropriation Enactment No. 2025-01

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- Ordinance No. 1792-G
- Ordinance No. 1810
- Resolution No. 2025-01
- Resolution No. 2025-02
- Appropriation Enactment No. 2025-01
- Payroll Docket

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