

Agenda
Twenty-Fifth Regular or Special Meeting
of the Thirtieth Town Council of Highland
Regular Plenary Meeting of Monday, January 13, 2025 at 6:30 p.m.
Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code

Topic: Town of Highland, IN - Town Council Plenary Meeting
Time: January 13, 2025 06:30 PM Central Time (US and Canada)

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

Prayer:

Philip Scheeringa

**Pledge of
Allegiance:**

Philip Scheeringa

Roll Call:

George Georgeff



Doug Turich

**A GREAT PLACE
TO CALL HOME**

Alex Robertson

Thomas (Tom) Black

Philip Scheeringa

Minutes of

Previous Session:

Minutes of the Regular Meeting of 23 December 2024.

Special Orders:

1. Election of the **Town Council President** for 2025, pursuant to § 2.05.040 of the Highland Municipal Code.
 - *The motion should be to nominate Councilor X, to serve as President for the year 2025. If there are no further nominations, it is in order to move to close nominations and a unanimous ballot be cast for Councilor X.*

The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.

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2. Election of the **Town Council Vice President** for 2025, pursuant to § 2.05.040 of the Highland Municipal Code.
 - *The motion should be to nominate Councilor X, to serve as Vice President for the year 2025. If there are no further nominations, it is in order to move to close nominations and a unanimous ballot be cast for Councilor X.*
 3. Advisory Board of Zoning Appeals Docket: Petition for 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.

(A) Opportunity for Comment

(B) Action on the Recommendation

"I MOVE TO APPROVE the Board of Zoning Appeals **favorable recommendation** to allow a USE VARIANCE for a tattoo studio at 8830 Kennedy Avenue which is located within a B-2 Central Business District with the following conditions and stipulations:

1. That there be standard hours of operation not to exceed 10:00 a.m. to

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6:00 p.m.

2. That recipients of tattooing services be scheduled by appointment only and that walk-in customers be excluded.
3. That the owners and operators obtain all necessary licensing and/or permits for the location and tattoo artists.”

OR, if the decision of the Council is to DENY the Developmental Variance:

“I MOVE TO DENY the Application for a Use Variance for a tattoo studio at 8830 Kennedy Avenue.”

Pursuant to IC 36-7-4-918.6, the Town Council may either accept the favorable recommendation and GRANT the requested use variance or it may reject (over rule) the favorable recommendation and DENY the use variance. If not acted upon by the Town Council within 90 days after the ABZA certifies its recommendation, the action of the Advisory Board of Zoning Appeals stands.

4. **Consideration of Proposed Additional Appropriations:** (controlled and non-controlled funds): Proposed Additional Appropriations in Excess of the 2024 Budget for the General Fund in the amount of \$51,000.00.

- (a) Attorney verification of Proofs of Publication: The TIMES 30 December 2025
- (b) Public Hearing.
- (c) Action on **Appropriation Enactment No. 2024-34:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **General Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5

Introduce Only.

**requires 2 readings if the Council desires to pass it on the first night.*

COMMENTS FROM THE PUBLIC or VISITORS

This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council regarding matters on the agenda. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

Staff Reports:

- Building & Inspection Report.
- Fire Department Report.
- Workplace Safety Report.

Communications:

Restaurant Crawl resumes January 28th
Government Offices closed in honor of Martin Luther King, Jr. January 20th
Garbage and Recycling will still be on January 21, 2024
All on-street parking is banned when there is more the 2 inches of snow

Appointments:

- **Statutory Boards and Commissions**

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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 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 Commissions or Boards

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.

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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

Home Rule Boards and Commissions

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

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(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.

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 Commissions or Boards

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

7. **Main Street Bureau Board:** (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2025. Currently serving are Renee Reinhart, Alex Robertson, Diane Barr-Roumbus, James Roumbus Sandy McKnight, Al Simmons, Ben Reinhart, Sandy Ray, Ben Tomera, Laura Pilewski and Desiree Biro.

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

Single year positions: (9) appointments to be made by the Town Council. Term: 1 year. Note: Currently serving, Jack Rowe, Linda Carter, Rachael Carter, Kathy Burke, and Olga Briseno and Kelly Bridges)

9. **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 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.

**Unfinished
Business &
General Orders:**

1. Introduced 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). Councilor Robertson introduced at the Town Council Plenary Meeting of December 23, 2024. To pass requires a simple majority of the Council.
2. Introduced Ordinance No. 1792-G: An Ordinance to Amend Ordinance No. 1792 to establish the wage and salary rates of the Elected Officers, the Non-Elected Officers, and the Employee of the Town of Highland, Indiana particularly regarding 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. Councilor Black introduced at the Town Council Plenary Meeting of December 23, 2024. To pass requires a simple majority of the Council.

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NEW BUSINESS:

1. **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 And Accounted In The Information And Communication Technology Fund.
2. **Works Board Order No. 2025-01:** An Order Finding And Determining Certain Personal Property Of The Municipality As No Longer Needed For The purposes For Which Originally Acquired Or Have Been Left In The Custody Of An Officer Or Employee Of The Town Of Highland And Have Remained Unclaimed For More Than One (1) Year Or Have Been Deemed Worthless And Of No Market Value.
3. **Appropriation Transfer Resolution No. 2025-01:** An Exigent Resolution Providing for the Transfer of Appropriation Balances from and Among Major Budget Classifications in the Corporation General Fund as Requested by the Proper Officer and forwarded to the Town Council or its Action Pursuant to IC 6-1.1-18-6.
4. **Appropriation Transfer Resolution No. 2025-02:** An Exigent Resolution Providing for the Transfer of Appropriation Balances from and Among Major Budget Classifications in the Sanitary Operating Fund as Requested by the Proper Officer and forwarded to the Town Council or its Action Pursuant to IC 6-1.1-18-6.
5. **Commendation Letter for Day Off and Signature Authorization.** Action to approve Letters of Commendation for Exemplary Public service leading to the award of a single paid day off for several workers in the **Metropolitan Police Department.** Pursuant to **Section 4.13** of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. The Town Board of Metropolitan Police Commissioners has granted preliminary approval to several letters of commendation regarding several employees who have worked six months without calling off sick and without experiencing an "at fault accident".
 - Action should include approval of the letter and the members of the Town Council to sign the letters of commendation.

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

Patrol Commander John Banasiak

Corporal Corey Anderson

Commander Jason Hildenbrand

Officer Tony Kowal

Admin Commander Shawn Anderson

Detective Ken Norsweather

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Dept. Commander Glenn Cox
 Detective Sgt. Lee Natelborg
 Detective Sgt. Brian Stanley
 Sergeant Erich Swisher
 Corporal Michael Yonkman
 Corporal John Hinkel
 Corporal Rick Hoffman
 Corporal Thomas Manyek
 Officer Alexis Gerolimos

Officer Brian Orth
 Detective Frank Peckler
 Detective Tiffany Perez
 Corporal James Mullins
 Detective Glenn DuRocher
 Officer Alejandro Anaya
 Officer Tyler Wilson
 Officer Vernon Jimerson-Bell
 Officer Andrew Kinley

- Action should include approval of the letter and the members of the Town Council to sign the letters of commendation.
6. **Proposed Ordinance No. 1812:** An Ordinance To Amend Chapter 2.05 Of The Highland Municipal Code, Updating the Meeting Schedule of the Highland Town Council.
 7. **Works Board Order No. 2025-02:** An Order of the Works Board Accepting and Approving an agreement between NIES Engineering, Incorporated and the Town of Highland to perform General Engineering Services during 2025.

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

Councilor George Georgeff

Councilor Doug Turich

Councilor Alex Robertson

Councilor Tom Black

Councilor Philip Scheeringa

COMMENTS FROM THE PUBLIC or VISITORS

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

ACTION TO PAY Accounts Payable Vouchers

Accounts payable vouchers December 25,2024-January 14,2025, in the amount of **\$1,306,765.45**

General Fund, \$529,923.09 MVH Fund, \$46,420.00.; LAW Enforcement Continuing Education Training and Supply Fund, \$1,018.00; Donation, \$1,045.34; Special Events \$8,621.67; Corporation Bond-Exempt, \$367,500.00; MCCD, \$18,455.20;

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Information and Communications Technology Fund, \$19,542.33; Gasoline Fund, \$21,876.40; Police Pension, \$66,341.54; Insurance Premium \$226,031.88;

Payroll Docket for payday of December 27, 2024, by fund:

General, \$315,049.23

Payroll Docket for payday of December 27, 2024:

Office of Clerk-Treasurer, \$16,770.56; Building and Inspection Department, \$9,075.34; Metropolitan Police Department, \$150,284.73; Public Works Department (Agency), \$80,662.98; Fire Department, \$1,911.68 and Information and Technology Department, \$4,205.45;
Total Payroll: \$262,910.74

Payroll Docket for payday of December 31, 2024 by fund:

Total Payroll by fund: \$78,111.50;

Payroll Docket for payday of December 31, 2024:

Boards & Commissions. \$11,033.62; Police Pension, \$66,233.89;

Total Payroll: \$77,267.51.

Payroll Docket for payday of January 10, 2025, by fund:

General, \$373,950.02

Payroll Docket for payday of January 10, 2025:

Office of Clerk-Treasurer, \$16,678.52; Building and Inspection Department, \$10,137.78; Metropolitan Police Department, \$172,280.33; Public Works Department (Agency), \$75,530.80; Fire Department, \$ 1,900.76; and Information and Technology Department, \$4,205.45;
Total Payroll: \$ 280,733.64

ADJOURNMENT

The Town Council January 13, 2025 study session immediately following the Regular Meeting.

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

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GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 1101 GENERAL						
Dept 0000						
1101-0000-45200	GEN FUND TRANSFERS	112499	PAYROLL ACCOUNT	12/27PRL D/S TRANSFER GENERAL	206,558.22	51398
1101-0000-45200	GEN FUND TRANSFERS	112614	PAYROLL ACCOUNT	1/10PRL D/S TRANSFER GENERAL	254,351.75	51410
			Total For Dept 0000		460,909.97	
Dept 0001 TOWN COUNCIL						
1101-0001-31001	PROFESSIONAL SERVICES INV 210	112536	FROST BROWN TODD LLC	PROFESSIONAL SERVICES- CHOSEN VS	435.15	
1101-0001-33001	TOH LEGALS TC MEETING ADDITIO	112492	LEE ENTERPRISES, INC	TOH LEGALS TC MEETING ADDITIONAL	267.91	
1101-0001-33001	TOH LEGALS TC ADDITIONAL APPR	112551	LEE ENTERPRISES, INC	TOH LEGALS TC ADDITIONAL APPROPR	29.98	
1101-0001-39004	GAZEBO EXPRESS JAN-FEB	112550	THE IDEA FACTORY, INC	GAZEBO EXPRESS JAN -FEB WEBSITE U	3,360.68	
			Total For Dept 0001 TOWN COUNCIL		4,093.72	
Dept 0004 CLERK-TREASURER						
1101-0004-20003	NAME PLATE BEATA	112494	ALLIN PLASTIC ENGRAVING	NAME PLATE BEATA HALL	13.10	
1101-0004-20003	OFFICE SUPPLIES	112493	PULSE TECHNOLOGY OF INDIANA	OFFICE SUPPLIES	78.33	
1101-0004-31004	IMPACT DUES	112463	AIM, ACCELERATE IND MUNICIP	IMPACT DUES DAWN KOVACICH	50.00	
			Total For Dept 0004 CLERK-TREASURER		141.43	
Dept 0007 FIRE DEPARTMENT						
1101-0007-11204	FF PHYSICAL-GONZALEZ	112621	OCCUPATIONAL HEALTH CENTERS	FIREFIGHTER PHYSICAL/DRUG SCREEN	196.00	
1101-0007-11304	INNOTEK GRAY HOOD 25 20% NOME	112612	BECKER FIRST RESPONDER CO L	INNOTEK GRAY 25 HOOD	1,350.00	
1101-0007-11304	NAMES FOR COATS	112618	GARNER SALES & SERVICE	NAMES/COATS RICOCHET MURPHY RYAN	682.00	
1101-0007-20001	SMOKE DETC BLITZ	112611	BAXTER PRINTING INC	SMOKE DETC BLITZ	100.00	
1101-0007-22001	POWER SUPPLY	112610	BAYCOM INC	POWER SUPPLY	33.54	
1101-0007-23004	INVOICE # 155796	112609	AAA SUPPLY CORPORATION	SUPPLIES	5.49	
1101-0007-23004	FIRST AID CABINET	112613	CINTAS CORPORATION NO 2	FIRST AID CABINET	24.05	
1101-0007-23004	CONNECTOR BLADE	112620	MCMMASTER-CARR SUPPLY CO	CONNECTOR BLADE	122.12	
1101-0007-23004	FILLER CAP	112623	TERPSTRA'S SALES & SERVICE,	FILLER CAP BAR OIL	54.48	
1101-0007-35005	HYDRANT - SOUTH STATION	112625	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER 4	221.00	
1101-0007-35005	HYDRANT - CENTRAL STATION	112626	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	169.89	
1101-0007-35007	SEWER BASE - SOUTH STATION	112625	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER 4	82.15	
1101-0007-35007	SEWER USAGE- CENTRAL STATION	112626	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	78.84	
1101-0007-39001	ESO INSPECTION & FIRE PROPERT	112617	ESO SOLUTIONS, INC	FIRE INSPECTION SOFTWARE	1,987.90	
1101-0007-39007	GENERATOR GAS LEAK HOSE & FIT	112615	DUANE'S ELECTRIC, INC	GENERATOR GAS LEAK HOSE & FITTING	943.00	
			Total For Dept 0007 FIRE DEPARTMENT		6,050.46	
Dept 0008 PLAN COMMISSION						
1101-0008-31001	AG PROPERTIES & ALLARD RENT 2	112627	ROBERT F TWEEDLE	AG PROPERTIES & ALLARD RENT 2023	2,296.20	
			Total For Dept 0008 PLAN COMMISSION		2,296.20	
Dept 0009 POLICE DEPARTMENT						
1101-0009-21001	1004.9 GAL OF GAS	112512	WARREN OIL COMPANY	1004.9 GAL OF GAS DELV 12/6	2,426.64	51403
1101-0009-21001	1208.7 GAL OF GAS	112513	WARREN OIL COMPANY	1208.7 GAL OF GAS DELV 12/3	2,889.04	51403
1101-0009-21001	GAS DELV	112583	WARREN OIL COMPANY	GAS DELV ESTM 12/13	3,017.21	
1101-0009-21001	GAS DEL ESTM 12/24	112584	WARREN OIL COMPANY	GAS DELV EST 12/24	2,308.57	
1101-0009-21001	GAS DELV EST 12/31	112585	WARREN OIL COMPANY	GAS DELV ESTM 12/31	1,585.37	
1101-0009-21004	BAL DUE FROM YER END ORDER	112567	ABLE PAPER & JANITORIAL	BAL DUE FROM YEAR END ORDER	79.75	
1101-0009-22004	DEC STMT VEH PARTS	112568	AUTO-WARES	DEC STMT OF VEH PARTS	1,102.25	
1101-0009-22004	INV231867 STOCK OIL FILTERS	112572	NAPA AUTO PARTS	STOCK AND VEH PARTS FOR LISTED	435.03	
1101-0009-22004	REPAIRS TO CAR 242	112586	WEBB FORD INC	REPAIRS TO CAR 242	95.28	
1101-0009-32004	CID INTERNET SEARCHES FOR DEC	112582	TLO, LLC	CID INTERNET SEARCHES FOR DEC	75.00	
1101-0009-35001	LPR AT 10221 INDY	112573	NISOURCE INC.	LPR AT 10221 INDY	47.98	
1101-0009-35001	LPR AT 8200 INDY	112574	NISOURCE INC.	LPR AT 8200 INDY	49.52	
1101-0009-35001	ELEC SERV 3315 RIDGE	112575	NISOURCE INC.	ELEC SERV 3315 RIDGE	6,114.98	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 1101 GENERAL						
Dept 0009 POLICE DEPARTMENT						
1101-0009-35001	LPR AT 3949 HIGHWAY	112576	NISOURCE INC.	LPR AT 3949 HIGHWAY	75.00	
1101-0009-35001	BAL DUE LPR 3949 HIGHWAY	112577	NISOURCE INC.	BAL DUE FROM LPR AT 3949 HIGHWAY	28.88	
1101-0009-35005	WATER USE 11/19-12/22	112600	TOWN OF HIGHLAND UTILITIES	WATER USE 11/19- 12/22	550.72	
1101-0009-36004	GEN OFC CLEANING FOR DEC	112571	GAYLE THARP	GEN OFC CLEANING FOR DEC	2,916.67	
1101-0009-38006	MAT CHANGE AT PD ON 12/25 OR	112569	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 12/24	44.55	
1101-0009-38006	MEMBERSHIP DUES 2025	112570	DRIVE CLEAN INDIANA, INC.	2025 DC1 MEMBERSHIP DUES SILVER L	2,000.00	
			Total For Dept 0009 POLICE DEPARTMENT		25,842.44	
Dept 0011 SERVICES & WORKS						
1101-0011-31006	DEC' 24 ACCT SERVICES	112556	INVOICE CLOUD, INC	DEC '24 ACCT SERVICES	566.05	1000016
1101-0011-31006	PROF SERVICES	112552	BAKER TILLY MUNICIPAL ADVIS	PROF SERVICES THRU SEPT 6	3,701.11	
1101-0011-35001	SV ELECTRIC	112636	NISOURCE INC.	750-204-002-4 MISC TH GARAGE	396.79	1000017
1101-0011-35001	558-300-006-4 ELECTRIC	112637	NISOURCE INC.	MISC HIGHWAY OF FLAGS	366.38	1000017
1101-0011-35001	130-850-000-10 3333 RIDGE	112638	NISOURCE INC.	MISC TH VIP	1,136.22	1000017
1101-0011-35001	SV ELECTRIC	112639	NISOURCE INC.	MISC TH GARAGE 750-24-002-4	793.59	1000019
1101-0011-35002	051-400-005-5 2705 HIGHWAY AV	112633	NISOURCE INC.	STREET/TRAFFIC LIGHTS	18,110.90	1000017
1101-0011-35002	307-486-009-2 - GAS	112637	NISOURCE INC.	MISC HIGHWAY OF FLAGS	55.71	1000017
1101-0011-35003	SV GAS	112636	NISOURCE INC.	750-204-002-4 MISC TH GARAGE	813.64	1000017
1101-0011-35003	130-850-000-1 3333 RIDGE RD	112638	NISOURCE INC.	MISC TH VIP	1,580.00	1000017
1101-0011-35003	SV GAS	112639	NISOURCE INC.	MISC TH GARAGE 750-24-002-4	1,627.28	1000019
1101-0011-35005	WATER/HYDRANT	112601	TOWN OF HIGHLAND UTILITIES	0901207112 2819 LINCOLN AVE 11/1	3.67	
1101-0011-35005	WATER/HYDRANT	112602	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	177.91	
1101-0011-35005	TOWN GARAGE WATER/HYDRANT	112603	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	355.81	
1101-0011-35007	STORM/SEWER	112602	TOWN OF HIGHLAND UTILITIES	#0542303600 TOWN HALL WATER/SEWER	113.59	
1101-0011-35007	TOWN GARAGE SEWER/STORM	112603	TOWN OF HIGHLAND UTILITIES	#0382013660 TOWN GARAGE WATER/SE	335.83	
1101-0011-35007	VIPS WATER/HYDRANT	112604	TOWN OF HIGHLAND UTILITIES	0643112591 VIPS WATER/SEWER 11/1	34.96	
1101-0011-39004	LIEN RELEASE	112514	LAKE COUNTY RECORDER	LIEN RELEASES-10	250.00	51405
			Total For Dept 0011 SERVICES & WORKS		30,419.44	
Dept 0012 TOWN HALL						
1101-0012-20003	DISPENSER & BOTTLED WATER	112464	BLUETRITON BRANDS INC.	DISPENSER & BOTTLED WATER	80.93	
1101-0012-36003	TOWN HALL MATS ACT 1659440	112553	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440	88.50	
			Total For Dept 0012 TOWN HALL		169.43	
Fund 2201 MVH						
Dept 0000						
2201-0000-45200	MVH TRANSFERS GROSS	112500	PAYROLL ACCOUNT	12/27PRL D/S TRANSFER MVH	20,660.43	51399
2201-0000-45200	MVH TRANSFERS GROSS	112616	PAYROLL ACCOUNT	1/10PRL D/S TRANSFER MVH	19,630.08	51411
			Total For Dept 0000		40,290.51	
Dept 0017 MVH CONSTRUCTION/RECONSTRUCT/PRESER(CRP)						
2201-0017-22004	VERTEX SUPER LED CLEAR	112509	WHOLESALE DIRECT, INC	VERTEX SUPER LED CLEAR/MICRO PULS	2,436.69	51404
2201-0017-37001	REPAIR WRECKED TRUCK	112508	TRANSPORT FINISHES, INC	REPAIR MOURATIDES TRUCK - INS REI	3,692.80	51402
			Total For Dept 0017 MVH CONSTRUCTION/RECONSTRUCT/PRE		6,129.49	
			Total For Fund 2201 MVH		46,420.00	
Fund 2228 LAW ENFORCE CON'T ED						
Dept 0000						
2228-0000-23004	JKTS AND POLOS SHIRTS FOR CHA	112578	STAR UNIFORM	CHAPLAIN JKTS AND POLO SHIRT	380.00	
2228-0000-23006	2 DOME CAMERAS	112579	SOURCE, INCORPORATED OF MIS 2	DOME CAMERAS	614.00	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 2228	LAW ENFORCE CON'T ED					
Dept 0000						
2228-0000-23006	SHIPPING FEE FROM DOME CAMERA	112580		SOURCE, INCORPORATED OF MIS SHIPPING FEE FROM 2 DOME CAMERAS	24.00	
				Total For Dept 0000	1,018.00	
				Total For Fund 2228 LAW ENFORCE CON'T ED	1,018.00	
Fund 2302	DONATION					
Dept 0007	FIRE DEPARTMENT					
2302-0007-00200	IVFA DINNER	112458		STRACK & VAN TIL SUPERMARKE IVFA DINNER	1,045.34	51401
				Total For Dept 0007 FIRE DEPARTMENT	1,045.34	
				Total For Fund 2302 DONATION	1,045.34	
Fund 2505	SPECIAL EVENTS					
Dept 0000						
2505-0000-20003	IGLOO JUGS HCCE	112532		LINDA CARTER MISC SUPPLIES FOR HCCE	59.98	51413
2505-0000-33012	NEW YEAR'S SUPPLIES	112533		GORDON FOOD SERVICE, INC NEW YEAR'S SUPPLIES	9.95	
2505-0000-38601	SALES TAX - CEC RENTALS	112587		INDIANA DEPT OF REVENUE DEC 2024 CEC SALES TAX	1.74	1000015
2505-0000-38607	FIREWORKS NEW YEAR'S CELEBRAT	112640		MAD BOMBER FIREWORKS DRONE SHOW 2024	8,000.00	51414
2505-0000-38608	PARADES	112525		DOUGLAS JAMES VAN DER WEIDE SANTA MARCH TREEL LIGHT	200.00	51406
2505-0000-38609	NEW YEARS FIREWORKS CELEBRATI	112535		VINCENT P MANCICH NEW YEAR'S FIREWORKS CELEBRATION	350.00	51409
				Total For Dept 0000	8,621.67	
				Total For Fund 2505 SPECIAL EVENTS	8,621.67	
Fund 3306	CORPORATION BOND - EXEMPT DEBT					
Dept 0000						
3306-0000-39000	CAPITAL LEASE FOR POLICE STAT	112558		HUNTINGTON NATIONAL BANK AD VALOREM PROPERTY TAX FIRST MO	367,500.00	1000014
				Total For Dept 0000	367,500.00	
				Total For Fund 3306 CORPORATION BOND - EXEMPT DEBT	367,500.00	
Fund 4402	MCCD					
Dept 0000						
4402-0000-39006	VSI CLOUD HOSTING - SILVER	112531		VERMONT SYSTEMS,INC 2025 ANNUAL MAINTENANCE	7,594.08	
4402-0000-43010	3 NEW CAR COMPUTERS	112581		SOURCE, INCORPORATED OF MIS 3 NEW CAR COMPUTERS	10,851.12	
				Total For Dept 0000	18,445.20	
				Total For Fund 4402 MCCD	18,445.20	
Fund 7701	ICT FUND					
Dept 0000						
7701-0000-32001	POSTAGE FOR METER	112457		PITNEY BOWES BANK, INC RESE POSTAGE FOR METER	1,500.00	
7701-0000-32001	POSTAGE METER SERVICE	112461		PITNEY BOWES INC. POSTAGE METER SERVICE AGREEMENT	449.82	
7701-0000-32003	LINCOLN CENTER ACCT 877140025	112543		PARK INTERNET ACCT 87714002502083	277.06	1000010
7701-0000-32003	PUMP STATION 877140025029637	112546		COMCAST CABLE COMCAST CABLE	175.75	1000010
7701-0000-32003	CENTRAL FIRE INTERNET	112544		COMCAST CABLE COMCAST CABLE	351.49	1000011
7701-0000-32003	3001 RIDGE MAIN SQUARE 877140	112545		COMCAST CABLE COMCAST CABLE	172.45	1000012
7701-0000-32003	MO INTERNET SVC 8771400250188	112547		COMCAST CABLE COMCAST CABLE	269.24	1000013
7701-0000-38006	REIMBURSEMENT FOR MISC. THING	112534		EDWARD DABROWSKI (R) DECEMBER 24 REIMBURSEMENT	4,257.92	
7701-0000-38006	WEB SECURITY MONTHLY	112550		THE IDEA FACTORY,INC GAZEBO EXPRESS JAN -FEB WEBSITE U	321.34	
7701-0000-39007	ONSITE COPIER SERVICE HP4205N	112528		OMNI OFFICE EQUIPMENT, INC. REPAIR HP4205N	229.00	
7701-0000-39024	WEB UPDATE WEEKLY	112550		THE IDEA FACTORY,INC GAZEBO EXPRESS JAN -FEB WEBSITE U	1,305.00	51400
7701-0000-45200	ICT TRANSFERS GROSS	112501		PAYROLL ACCOUNT 12/27PRL D/S TRANSFER ICT	5,116.63	51406
7701-0000-45200	ICT TRANSFERS GROSS	112619		PAYROLL ACCOUNT 1/10PRL D/S TRANSFER ICT	5,116.63	51412

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund 7701 ICT FUND								
Dept 0000								
Fund 7726 GASOLINE FUND								
Dept 0000								
7726-0000-21001	4000 GAL. DIESEL FUEL	112510	WARREN OIL COMPANY	DIESEL FUEL	12,246.40	51403		
7726-0000-21001	4000 GAL UNLEADED	112511	WARREN OIL COMPANY	UNLEADED FUEL	9,630.00	51403		
	Total For Dept 0000				21,876.40			
	Total For Fund 7701 ICT FUND				19,542.33			
	Total For Fund 7701 ICT FUND				19,542.33			
Fund 8802 POLICE PENSION								
Dept 0000								
8802-0000-45200	POLICE PENSION TRANSFERS GROS	112506	PAYROLL ACCOUNT	12/27PRL D/S TRANSFER POLICE PENS	66,341.54	39288		
	Total For Dept 0000				66,341.54			
	Total For Fund 8802 POLICE PENSION				66,341.54			
Fund 8903 INSURANCE PREMIUM								
Dept 0000								
8903-0000-34002	INSURANCE PREMIUM HEALTH/DENT	112548	AIM MEDICAL TRUST	JAN 2025 MEDICAL AND LIFE INSURAN	216,858.35	1000009		
8903-0000-34002	INSURANCE PREMIUM HEALTH/DENT	112554	METLIFE GROUP BENEFITS	INSURANCE PREMIUM HEALTH/DENTA	9,173.53	51408		
	Total For Dept 0000				226,031.88			
	Total For Fund 8903 INSURANCE PREMIUM				226,031.88			

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
 POST DATES 12/25/2024 - 01/14/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

01/09/2025 02:47 PM
 User: B.HALL
 DB: Highland

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
				Fund Totals:		
				Fund 1101 GENERAL	529,923.09	
				Fund 2201 MVH	46,420.00	
				Fund 2228 LAW ENFORCE CON'T ED	1,018.00	
				Fund 2302 DONATION	1,045.34	
				Fund 2505 SPECIAL EVENTS	8,621.67	
				Fund 3306 CORPORATION BOND - EXEM	367,500.00	
				Fund 4402 MCCD	18,445.20	
				Fund 7701 ICT FUND	19,542.33	
				Fund 7726 GASOLINE FUND	21,876.40	
				Fund 8802 POLICE PENSION	66,341.54	
				Fund 8903 INSURANCE PREMIUM	226,031.88	
					<u>1,306,765.45</u>	