

**Enrolled Minutes of the Twenty-Fifth Regular Meeting or Special Meeting
For the Thirtieth Highland Town Council Regular Plenary
Business Meeting (In person) Monday, January 13, 2025**

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, January 13, 2025 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

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

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

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

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

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

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

Minutes of the Previous Meetings: The minutes of the December 23, 2025 Plenary meeting were approved by general consent.

Special Orders:

1. Election of the **Town Council President** for 2025, pursuant to Section 2.05.040 of the Highland Municipal Code.

With the absence of Councilor Georgeff, the Council decided not to take up the election of President until the January 27, 2025 Plenary Meeting or Councilor Georgeff's return.

2. Election of the **Town Council Vice President** for 2025, pursuant to Section 2.05.040.

With the absence of Councilor Georgeff, the Council decided not to take up the election of Vice-President until the January 27, 2025 Plenary Meeting or Councilor Georgeff's return.

- (3) *Appoint Attorney for Town Attorney.*

Councilor Robertson moved to re-appoint **John P. Reed** and the firm of *JPR Legal Services, 8230 Hohman Avenue, Munster, Indiana 46321* as Town Attorney and Town solicitor (ordinance prosecutor). Councilor Turich seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives. The motion passed. The appointment of John P. Reed and firm of JPR Legal Services, was approved.

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 as a 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 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.

Councilor Robertson moved to accept the favorable recommendation of the Advisory Board of Zoning Appeals 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 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."

Councilor Turich seconded.

Upon a roll call vote, there were four (4) affirmative votes and no negative votes. The motion passed. The favorable recommendation of the Advisory Board of Zoning Appeals approved and the use variance was granted.



TOWN OF HIGHLAND

Highland Municipal Building • 3333 Ridge Road

Highland, Indiana 46322

219-838-1080 • Fax 219-972-5097



Population 23,696

Incorporated in 1910

November 1, 2024

Phillip Scheeringa, President
Highland Town Council
3333 Ridge Road
Highland, IN 46322

RE: CERTIFICATION OF ACTION TAKEN BY THE TOWN OF HIGHLAND BOARD OF ZONING APPEALS CONCERNING A USE VARIANCE REQUEST BY DAVID & 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 (0) opposed, the Board voted to send a **Favorable Recommendation** to the Town Council for the petitioner's Use Variance request. The BZA, 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 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 Construction Design Release (CDR) due to the change in occupancy use.

HIGHLAND BOARD OF ZONING APPEALS
Minutes of the Meeting of
October 23, 2024

The Highland Board of Zoning Appeals met in the meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, IN 46322 on October 23rd, 2024. Commissioner Thomas called the meeting to order at 6:30 p.m. The meeting opened with the Pledge of Allegiance led by Commissioner Thomas.

ROLL CALL: Present were Commissioners Helms, Smith, Wright, and Thomas. Commissioner Murovic was absent. Also present were the Building Commissioner/ Zoning Administrator, Ken Mika, and the Town Attorney, John Reed.

MINUTES: The minutes of the August 28th, 2024, meeting were approved as posted.

ANNOUNCEMENTS: The date of the next Board of Zoning Appeals meeting will be December 11th, 2024, combining both November and December's meetings, due to the upcoming holidays.

COMMUNICATIONS: None.

Old Business: None.

New Business: Public Hearing for David and Marybeth Lubarski, 9022 Parrish Avenue, Highland, IN, requesting a Use Variance for a Tattoo Studio located within an existing business at 8830 Kennedy Avenue, Highland, IN 46322. {HMC 18.40.030} Listed Permitted Uses in a B-2 zoned district do not include Tattoo Studios.

Commissioner Thomas asked Mr. Reed if the Proof of Publication for this hearing had been advertised correctly. Mr. Reed confirmed that it had, and that it had been published on October 3rd, 2024. Mr. Mika also confirmed that the sign had been posted on the property correctly.

Commissioner Thomas then asked if there was anyone to present the petition for Use Variance. Mrs. Marybeth Lubarski stepped forward and introduced herself and her husband, David, and stated that they were the owners of the property at 8830 Kennedy Avenue. She then passed out a survey of the property to each of the Board Members. She proceeded to introduce the other family members present, which were her son David, who helped them out at the Art House, her son Zachary, who was the tattoo artist, and Zachary's wife, Brie. Marybeth continued to say that she and her husband had purchased the property in 2015 with the intent of turning it into an art gallery with an apartment upstairs for their three children, who were all artists. She continued to say that it has now become a gallery for the community, and it is used in quite a few different ways. She then asked that her son, David, continue to explain the ways the gallery, called Promise

You Art House, is used. David stated that they describe it as an eclectic hub for art and art services where they support local art groups. He added that they were part of the Highland Arts Council, the Highland Neighbors for Sustainability and other local environmental groups. They also host field trips for local youth activities, offer Boy Scout and Girl Scout badge activities, and they invite local musicians and artists often to support them and their art. They also have book readings and other community events. Mrs. Lubarski then explained that the reason they were here tonight was to ask that their son, Zachary, could join them at the Promise You Art House by using one of the rooms upstairs as a Tattoo Studio. She added that David had passed out a floor plan, showing where they would like to add the studio. She then asked her son, Zachary, to continue by explaining his plans. Zachary stated that his goal was to open up a private tattoo studio upstairs in the Promise You Art House. He added that it would be different than a typical tattoo studio in that he would be the only artist working in the studio and there would be only one client at a time. He stated he had been doing tattoos for seven years and that he kept everything very professional. His clients ranged from pastors to veterinarians and all types of different people. He said he strives to make people feel comfortable and welcome, which is in keeping with the Promise You Art House, so he'd like to join in on that with his expertise and what he does.

Commissioner Thomas opened the meeting to the public. Hearing no remonstrance, he closed the public meeting and brought the discussion back to the Board.

Commissioner Helms pointed out that because this hearing was a Use Variance request, the Board of Zoning Appeals would only be giving a recommendation to the Town Council this evening and would not actually be deciding the outcome. Mr. Reed added that this was a positive or negative recommendation and then the Town Council would take over the decision. Mrs. Lubarski asked if they would have to give the same presentation to the Town Council at their meeting. Mr. Reed stated that they would have the opportunity to make comments and answer questions at the Town Council meeting, but generally it would not be as involved as the BZA meeting presentation. Mr. Mika added that Attorney Reed would be preparing Findings of Fact that would have to be approved at the next BZA meeting on December 11th, then their Use Variance petition would be added to the next Town Council meeting, which would likely be the last meeting of December.

Commissioner Helms asked if the upper floor was used as a residential area any longer. Mrs. Lubarski said that it was not and hadn't been used in that way for a year. Mr. Mika asked if they had been using the upstairs for anything else as it pertains to their commercial business. Mrs. Lubarski replied that they were not using it for anything else at this time.

Commissioner Thomas asked Zachary if he was a licensed tattoo artist in the State of Indiana. Zachary replied that he was, through the licensed tattoo shops that he has been working at. In order to be on his own, he said he will have to go through the State to obtain a license for his shop, also. Commissioner Thomas asked them about the parking situation and where his future clients would be parking. Zachary responded that they

would be using the street parking and if the art house was closed, they would also be utilizing the driveway. Commissioner Thomas asked how many parking spaces they had now. Mr. Lubarski responded that they currently have 5 – 6 parking spaces on the driveway. Commissioner Wright asked if they were planning any build-out for the studio, or if they were keeping the space, which was a bedroom, the same as it is now. Mr. Lubarski replied that it would be kept the same, and that they didn't want to make any drastic changes in case it may need to be utilized as an apartment in the future. Mr. Mika stated, in this zoned district, this would be allowed legally.

Commissioner Thomas asked what the business hours would be for the tattoo studio. Zachary replied that they did vary, because of the fact that he had private sessions, but his typical hours were 10 – 4, or 10 – 6 p.m. He added that he liked to get home by six or earlier to spend the evening with his family; they had a two-year-old and another baby on the way. Commissioner Wright asked Mr. Mika if there was any additional fire protection that was required on the second floor. Mr. Mika replied that in this case, because they are changing from a residential use to a commercial use in a building that was built in 1910, they would have to hire a design professional (architect) to put plans together and file them with the State of Indiana, for what is referred to as a Construction Design Release because they are changing the occupancy from a residential use to a commercial use. Commissioner Wright asked if there would be anything else required from an ADA standpoint. Mr. Mika replied that they may have to get into that with the State when they apply for the CDR and that he couldn't say at this point that it wouldn't be necessary. The design professional would have to evaluate the whole project.

Mrs. Lubarski mentioned that they were lifelong residents of Highland and wanted to stay in Highland and make their business a family run business. She continued to say that the rental income would help them support the art house and they would, in turn, be helping out a family member by providing a space for his art and livelihood. She also pointed out that their hardship was the fact that they were not collecting the income from the apartment any longer, and the income from the rental of the studio would help them financially to keep the Promise You Art House thriving, and to pay their taxes.

Commissioner Helms motioned to give a favorable recommendation to the Town Council with the conditions/restrictions that there be standard hours of operation, so as to not interfere with neighboring residents activities; that there be customers by appointment only; that once it was determined to be a tattoo studio, the entire property becomes only a business and there will be no residential use of the second floor; that they obtain the necessary licensing for the tattoo studio and the Construction Design Release from the State, due to the change of occupancy. Commissioner Wright seconded, and the motion passed unanimously with a 4 – 0 roll call vote.

BUSINESS FROM THE FLOOR: None.

ADJOURNMENT: Motion: Mr. Helms Second: Mr. Wright Time: 6:54 p.m.

HIGHLAND BOARD OF ZONING APPEALS

Petitioners:	Property Location:
David & Marybeth Lubarski	8830 Kennedy Avenue
9022 Parrish Avenue	Highland, IN 46322

**FINDINGS OF FACT FOR FAVORABLE
RECOMMENDATION OF A USE VARIANCE
IN A LEGAL NON-CONFORMING B-2 ZONING DISTRICT**

1) The Petitioner is requesting a Use Variance to establish a Tattoo Studio at the location of 8830 Kennedy Avenue. This proposed use requires a use variance from HMC 18.40.030. The requested use does not fall within the permitted uses in the B-2 zoning district. The ability to obtain a use variance from this section of the HMC is contained in HMC 18.40.040, under the procedures found in HMC 18.115.050.

2) This matter came before the Highland Board of Zoning Appeals for public hearing on October 23, 2024. Petitioners appeared in person. Petitioners presented proof of notice and publication as required by law.

3) Chairperson Murovic asked attorney John Reed if the proofs of publication were in order. Mr. Reed stated that the Proof of Publication was in order, and that the same was properly published for the meeting of October 23, 2024. Additionally, staff confirmed that the signage was correctly posted on the subject property.

4) The Petitioners then made the presentation for the requested use variance as shown on Exhibit A, hereto.

5) The Chairperson then opened the meeting to the public. Hearing no remonstrance, the Chairperson closed the meeting to the public and brought the discussion back to the Board of Zoning Appeals.

6) See Exhibit B, attached hereto, for the additional discussion.

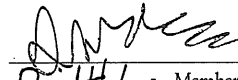
8) Board member Helms motioned to give a favorable recommendation to the Town Council with the conditions/restrictions that there be: (1) standard hours of operation, so as to not interfere with neighboring residents activities, (2) that there be customers by appointment only, (3) that once the subject space is determined to be a tattoo studio, the entire property become only a business and there be no residential use of the second floor, (4) that Petitioners obtain the necessary licensing for the tattoo studio from the State of Indiana, and (5) that the Petitioners obtain a Construction and Design Release from the State of Indiana, due to the change of occupancy. Board Member Wright seconded, and the motion passed unanimously with a 4 – 0 roll call vote.

9) Pursuant to the testimony and facts submitted to the Board, which are a part of the record herein, the Board of Zoning Appeals makes the following Findings of Fact:

- A. The Town of Highland Zoning Ordinance, HMC 18.40.030 lists the uses and limitations of uses permitted in the B-2 Zoning District.
- B. Unless a Use Variance is granted, the subject property could not be utilized as a Tattoo Studio as the same is not permitted in the B-2 Zoning District.
- C. Due to the fact that most of the surrounding properties are dissimilar in nature, and the proposed Use Variance would change the general nature of use for the subject property from its current status within the legal non-conforming nature of the property in a former B-2 Zoning District, create potential hazards for the public, and generally be of a character different and deleterious to the other uses in the immediate vicinity, the Petitioner's request would be unreasonable. However, the limitations suggested by the Petitioners alleviate the aforementioned issues.
- D. That the proposed Use Variance would not subvert the general purposes served by the Highland Zoning Ordinance, (HMC 18.40.030), would not materially or permanently injure other property or uses in the same zoning district and vicinity, and would not be injurious to the public health, safety, morals and general welfare of the community.
- E. That the proposed use, with the limitations aforementioned, is compatible with the allowable uses and layout of the subject property in general, and the other similarly situated properties in the area, and the proposed use will not adversely affect neighboring properties.

WHEREFORE, based upon the above Findings of Fact, the Highland Board of Zoning Appeals, by a vote of four (4) in favor and none (0) opposed, voted to MAKE A FAVORABLE RECOMMENDATION to the Highland Town Council for the Use Variance requested, Action taken to give a FAVORABLE RECOMMENDATION to the Town Council on October 23, 2024. Findings of Fact approved the 11th day of December, 2024.

TOWN OF HIGHLAND
BOARD OF ZONING APPEALS



David Helms, Member
Town of Highland Board of Zoning Appeals

EXHIBIT A

Commissioner Thomas then asked if there was anyone to present the petition for Use Variance. Mrs. Marybeth Lubarski stepped forward and introduced herself and her husband, David, and stated that they were the owners of the property at 8830 Kennedy Avenue. She then passed out a survey of the property to each of the Board Members. She proceeded to introduce the other family members present, which were her son David, who helped them out at the Art House, her son Zachary, who was the tattoo artist, and Zachary's wife, Brie. Marybeth continued to say that she and her husband had purchased the property in 2015 with the intent of turning it into an art gallery with an apartment upstairs for their three children, who were all artists. She continued to say that it has now become a gallery for the community, and it is used in quite a few different ways. She then asked that her son, David, continue to explain the ways the gallery, called Promise You Art House, is used. David stated that they describe it as an eclectic hub for art and art services where they support local art groups. He added that they were part of the Highland Arts Council, the Highland Neighbors for Sustainability and other local environmental groups. They also host field trips for local youth activities, offer Boy Scout and Girl Scout badge activities, and they invite local musicians and artists often to support them and their art. They also have book readings and other community events. Mrs. Lubarski then explained that the reason they were here tonight was to ask that their son, Zachary, could join them at the Promise You Art House by using one of the rooms upstairs as a Tattoo Studio. She added that David had passed out a floor plan, showing where they would like to add the studio. She then asked her son, Zachary, to continue by explaining his plans. Zachary stated that his goal was to open up a private tattoo studio upstairs in the Promise You Art House. He added that it would be different than a typical tattoo studio in that he would be the only artist working in the studio and there would be only one client at a time. He stated he had been doing tattoos for seven years and that he kept everything very professional. His clients ranged from pastors to veterinarians and all types of different people. He said he strives to make people feel comfortable and welcome, which is in keeping with the Promise You Art House, so he'd like to join in on that with his expertise and what he does.

EXHIBIT A

EXHIBIT B

Commissioner Helms pointed out that because this hearing was a Use Variance request, the Board of Zoning Appeals would only be giving a recommendation to the Town Council this evening and would not actually be deciding the outcome. Mr. Reed added that this was a positive or negative recommendation and then the Town Council would take over the decision. Mrs. Lubarski asked if they would have to give the same presentation to the Town Council at their meeting. Mr. Reed stated that they would have the opportunity to make comments and answer questions at the Town Council meeting, but generally it would not be as involved as the BZA meeting presentation. Mr. Mika added that Attorney Reed would be preparing Findings of Fact that would have to be approved at the next BZA meeting on December 11th, then their Use Variance petition would be added to the next Town Council meeting, which would likely be the last meeting of December.

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EXHIBIT B

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 2024**



AFFIDAVIT OF PUBLICATION

Northwest Indiana Times
601 W. 45th Ave.
(219) 933-3333

State of Florida, County of Broward, ss:

I, Morgan Creekmore, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Northwest Indiana Times, a publication that is a "legal newspaper" as that phrase is defined for the city of Munster, for the County of Lake, in the state of Indiana, that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates:


Publication Dates:

- Dec 30, 2024

Notice ID: b8g1UeWPPMe6B0rvA8xg
Publisher ID: 141219
Notice Name: Additional Appropriation January 13, 2025
Publication Fee: \$29.98

Morgan Creekmore

Agent



VERIFICATION

State of Florida
County of Broward

Signed or attested before me on this: 12/31/2024

D. Smith

Notary Public

Notarized remotely online using communication technology via Proof.

See Proof on Next Page

TOWN OF HIGHLAND
NOTICE TO TAXPAYERS OF PROPOSED
ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 13th day of January 2025, will consider the following additional appropriations in excess of the budget for the current year in the following fund:

General Fund
Acct. 1101-0007-36001 Acct. 1101-0007-36003
Fire Depart Equipment Repairs Fire Depart Building Repairs
\$22,246.36 \$28,753.64
TOTAL for the FUND: \$51,000.00

Funds to support these additional appropriations in the General Fund shall be supported by miscellaneous revenue, unreserved unobligated fund balance on deposit to the credit of the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

TOWN COUNCIL of HIGHLAND George Georgeff, President
By: Mark Herak
Clerk-Treasurer
12/30 - 141219

HSPAXLP

(b) Public Hearing.

Larry Kondrat, Highland, said your gonna spend \$51,000 for the fire department. Where does the \$51,000 come from and what are the two (2) projects and what fire station?

He was advised that the money came from the sale of Truck 1 to the Town of Danville. The Town of Danville bought Truck 1 for \$75,000. The money was receipted as cash and in order to spend, it has to be appropriated. The cash is being moved from the cash account to an expense account.

Chief Pipta said the repairs were going to be made to the south fire station, including replacing the bay doors, installing new windows and keyless door entry and buying some gym equipment.

(c) Action on **Appropriation Enactment No. 2025-01: 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

Councilor Black introduced and filed Appropriation Enactment No. 2025-01. There was no further action.

**Town of Highland
Appropriation Enactment
Enactment No. 2025-01**

AN ENACTMENT APPROPRIATING ADDITIONAL MONIES 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.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **General Fund**;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED 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 additional sums of money are hereby appropriated and ordered set apart out of the **General Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

GENERAL FUND

Acct. No. 1101-0007-36001 Fire Department Equipment Repairs \$22,246.36

Acct. No. 1101-0007-36003 Fire Department Building Repairs	\$28,753.64
<i>Total 300 Series:</i>	\$51,000.00
Fund Total:	\$51,000.00

Section 2. That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

Section 3. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on 13th day of January 2025. 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 27th Day of January 2025, 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

George Georgeff, President (IC 36-5-2-10)

ATTEST:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

Comments from the Public or Visitors: none

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

Building Report December, 2024

PERMIT TYPE	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings			\$ -	\$ -
Comm. Additions/Remodel		3	\$ 208,754.00	\$ 3,577.60
Signs		2	\$ 4,590.00	\$ 534.00
Single Family			\$ -	\$ -
Duplex/Condo			\$ -	\$ -
Residential Additions	1		\$ 48,000.00	\$ 1,081.50
Residential Remodeling	34		\$ 522,643.00	\$ 11,523.00
Concrete/Asphalt/Concrete	2		\$ 15,750.00	\$ 355.50
Garages			\$ -	\$ -
Sheds			\$ -	\$ -
Decks & Porches	1		\$ 8,000.00	\$ 277.50
Fences	3		\$ 26,324.00	\$ 720.00
Above/In ground pools			\$ -	\$ -
Drain Tile/Waterproofing	4		\$ 77,417.00	\$ 1,669.50
Misc:			\$ -	\$ -
Total Building Permits	45	5	\$ 911,478.00	\$ 19,738.60
Electrical Permits	13	4	\$ -	\$ 2,176.00
Mechanical Permits	8	6	\$ -	\$ 1,558.00
Plumbing Permits	13		\$ -	\$ 2,011.90
Water Meters			\$ -	\$ -
Water taps			\$ -	\$ -
Sewer/Storm Taps			\$ -	\$ -
Total Plumbing Permits	13	0	\$ -	\$ 2,011.90

December 2024 Code Enforcement: 78 Investigations, 47 Warnings & 0 Citations were issued. Inspections done for the month of December 2024 were as follows: 22 Building Inspections, 27 Plumbing Inspections, 8 HVAC and 18 Electrical Inspections. There were no Electrical Exams given.

Submitted By:


 Kenneth J. Mika

Mark Herak

From: Denise Beck
Sent: Friday, January 10, 2025 7:13 AM
To: Mark Herak
Cc: Chad Kinley; Chief Michael Pipta
Subject: December Fire Department Stats

Good Afternoon,

December 2024 Stats

Types of Calls:	2024	YTD
General Alarms	17	164
Paid Still Alarms	34	425
Totals	51	589

Denise Beck

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

2024
 TOWN OF HIGHLAND INJURIES FOR THE MONTH
DECEMBER

CASE	DATE	DEPARTMENT	DESCRIPTION	Record Only	OSHA	Not OSHA	Filed with
				No Med Treatment	Recordable	Recordable	
RO13	12/24/25	POLICE	Taking resisting suspect to the ground	X		X	X

RO = Record Only

DEPT	2024		2023	2024			
	INJURIES	YEAR TO		RESTRICTED	LOST DAYS	RESTRICTED	LOST DAYS
	THIS MONTH	DATE	Total Injuries Last Year	DAYS THIS YEAR	THIS YEAR	DAYS 2023	2023
PARK & REC		1		4	56	8	219
FIRE		1	1				
POLICE	1	7	6		17	80	66
STREET		1					
WATER		1	1				
SEWER		1					
CT		1					
REDV		1					
TOTALS	1	13	8	4	73	88	285

Effective January 1, 2002 OSHA changed the recordkeeping guidelines. We now count the number of days lost from the day after the injury until the employee returns to work. Weekends, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days

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:

With the absence of Councilor Georgeff, the Council decided not to take up appointments at this time and wait until the January 27, 2035 Plenary Meeting or until Councilor Georgeff' s return, with the exception of the Town Representative to the Lake County Public Safety Commission which is meeting this week..

• **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 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.*

Action. The Town Council President as municipal executive announced the reappointment of **Mike Pipta**, 3225 Glenwood Avenue, Highland to as Highland's representative to the Lake County Public Safety Communications Commission. The Clerk-Treasurer noted he would prepare the proper certificates of appointment to be executed by the Town Council President.

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*

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 (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.*

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"

General Orders and Unfinished Business:

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.

Councilor Robertson moved for the passage adoption of Ordinance No. 1810. Councilor Black seconded. Upon a roll call vote, there were three (3) affirmatives, no Negatives and one (1) abstention, with Councilors Robertson, Black and Scheeringa voting in the affirmative and Councilor Turich abstaining. The motion passed. Ordinance 1810 was passed and adopted upon the signature of the municipal executive.

**ORDINANCE NO. 1810
OF THE
TOWN OF HIGHLAND, INDIANA**

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 EMPLOYEES HANDBOOK, PURSUANT TO IC 36-1-3 AND OTHER RELEVANT STATUTES.

WHEREAS, The Town Council is the fiscal and legislative body of the Town of Highland;

WHEREAS, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

WHEREAS, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

WHEREAS, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

WHEREAS, IC 5-10 in several pertinent chapters further authorizes Indiana political subdivisions to participate in and provide for certain compensation plans, and group benefits for its public workforce and officers, some of which have been duly adopted and established by ordinance of the Town; and

WHEREAS, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

WHEREAS, The Town Council has determined that certain modifications to the program for compensation, benefits and personnel management for its public workforce, consistent with Indiana Statutes, would be of benefit to support and carryout the public purposes of the municipality; and

WHEREAS, The Town Council now desires to authorize and establish such a compensation, benefits and personnel program;

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

Section 1. That *Section 5.20.02* of the Compensation and Benefits Ordinance Commonly Known as the Municipal Employees Handbook be repealed in its entirety, which shall read as follows:

§ 5.20.02 Clothing Allowance

§ 5.20.02 Clothing Allowance: A Clothing Allowance for all other active and participating member Firefighters of the Highland Fire Department in the amount of Two Hundred (\$200) per year shall be paid in the third quarter.

Section 2. That *Section 5.20.04* of the Compensation and Benefits Ordinance Commonly Known as the Municipal Employees Handbook be repealed in its entirety, which shall read as follows:

§ 5.20.04 Automotive Allowance

§ 5.20.04 Automotive Allowance: **Each active and participating** member Firefighter of the Highland Fire Department shall be paid an automobile allowance in the amount of Two Hundred (\$200) per year for the use of the member's automobile in the line of duty, to be paid in the third quarter.

Section 3. That this ordinance is to be construed as a companion ordinance complimentary to any ordinance passed from time to time establishing wages and rates of pay and known as the salary ordinance;

(A) That this ordinance shall be effective to the extent that it is not in conflict with Federal or State law;

(B) **That all other ordinances and resolutions related to the subject matter of this ordinance and not in conflict with its provisions, and the enabling instruments dealing with public employee retirement plans, remain in full force and effect;**

(C) That all other ordinances and resolutions in conflict with the provisions of this ordinance are hereby repealed and have no further force or effect;

Section 3. That this ordinance shall become and remain in full force and effect from and after the date of its passage and adoption upon its signature by the executive as attested thereto by the clerk-treasurer, in the manner prescribed by IC 36-5-2-10(a).

Introduced on the 23rd day of December 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 13th Day of January 2025, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 3 in favor and 0 opposed and 1 abstention.

**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)

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.

Councilor Black moved for the passage adoption of Ordinance No. 1792-G. Councilor Robertson seconded. Upon a roll call vote, there were three (3) affirmatives, no Negatives and one (1) abstention, with Councilors Black, Robertson and Scheeringa voting in the affirmative and Councilor Turich abstaining. The motion passed. Ordinance 1792-G was passed and adopted upon the signature of the municipal executive.

**ORDINANCE No. 1792-G
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 ONE-TIME APPRECIATION BONUS for the ACTIVE AND PARTICIPATING MEMBERS OF THE HIGHLAND FIRE DEPARTMENT FOR THE PERIOD OF JANUARY 1, 2024 THROUGH NOVEMBER 30, 2024.

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; and

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

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; and

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; and

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to further fix the compensation of the active and participating members of the Highland Fire Department by providing a *one-time appreciation bonus*, in appreciation for and in recognition of the commendable service to the municipality during the calendar year 2024; and

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the wages, salaries, and special detail levels of the officers and employees of the Town of Highland, are hereby further established and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. (A) That for the paid on call active and participating members of the Town of Highland, there shall be a paid one-time appreciation bonus for the months of January 1, 2024 through to November 30, 2024;

(B) That the one-time appreciation bonus authorized by this ordinance shall be calculated on making 10% to 19% of fire calls a flat rate of one hundred dollars (\$100) and between 20% and above of fire calls a flat rate of two hundred and fifty dollars (\$250), in the service period described in this section to be paid in a lump sum and not to exceed \$7,650; and

(C) That the provisions of this ordinance will apply to

paid on call firefighters of the Town of Highland, the names listed in the attached exhibit to this ordinance, who are active and participating members on the date of passage and adoption of this ordinance;

Section 2. That Section 12 (G) Fire Fighters Compensation of Ordinance No. 1792 be amended by adding Section 12 (G)(7) of that Ordinance by adding the following section, which shall be numbered as Section 12 (G)(7) and read as follows:

Section 12(G). Fire Fighters Compensation. 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:

Fire Calls Made

(7) Appreciation Bonus (34)	10% - 19% a flat fee of \$100
	20% and above a flat fee of \$250

*the Appreciation Bonus is a one-time bonus and applies to the calendar year of 2024, from January 1, 2024 through November 30, 2024. Further bonuses are at the discretion of the Town Council and funds availability.

Section 3. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 4. 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 5. (A) That an emergency exists for the immediate taking effect of this Ordinance which, shall become effective and shall remain in full force and effect from and *after the date of its passage and adoption* pursuant to any constraints currently in force in Ordinance No. 1792 and until its repeal or amendment by subsequent enactment as evidenced by the signature of the Town Council President and attested thereto by the Clerk-Treasurer, all pursuant to IC 36-5-2-10;

(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).

(C) That all payments authorized by this ordinance shall be subject to an additional appropriation of *unreserved, undesignated* fund balance on deposit to the credit of the Corporation General Fund, paid from this approved appropriation to all employees subject to this ordinance's terms regardless of the

assigned office or department of the eligible worker;

Section 6. That this ordinance is intended to be complementary and a companion to and in support of the existing ordinances governing wages, salaries and compensation and shall not be construed as abridging those provisions except as expressly set forth in Section 4 of this ordinance;

Section 6. (A) That the provisions of this ordinance, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, and until its repeal or amendment by subsequent enactment;

Introduced and Filed on the 23rd day of December 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 13th Day of January 2025, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 3 in favor and 0 opposed and 1 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)

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.

Councilor Black moved the passage and adoption of Resolution No. 2025-01. Councilor Robertson seconded. Upon a roll call vote, there were four (4) affirmatives and (0) negatives. The motion passed. The resolution was adopted pending the signature of the Town Executive.

**TOWN of HIGHLAND
Town Council 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

WHEREAS, The Town Council of the Town of Highland serves as both the legislative and fiscal body of the municipality, all pursuant to I.C. 36-1-2-6, I.C. 36-1-1-2-9 and I.C. 36-5-2-2;

WHEREAS, IC 36-1-3-2 and IC 36-1-3-6(b)(1) confer upon local units of government the powers that they need for the effective operation of government as to local affairs and prescribe the manner and form of enactment for any such exercise of power;

WHEREAS, The Highland Town Council did adopt and establish an Information and Communication Technology Fund, by adoption of Ordinance No. 1323, amending the Highland Municipal Code by adding a new section § 31.08 (now codified as Section 3.45.110), which provides for an internal service fund as an accounting entity to which the resources and costs associated with providing information and communication technology services to the municipality will be accounted; and,

WHEREAS, Section 3.45.110 (F) (1) particularly provides that resources or revenue for these services supported by the internal service fund may consist of *“interdepartmental charges, contributions, cost shares or assessments levied against funds or departments of the municipality to support the lawful purposes and budget of the Information and Communication Technology Fund;”*

WHEREAS, Section 3.45.110 (F) (1) (a) still further provides that the *“charges and rates shall be developed and recommended by the proper officers of the municipality and fixed and approved by the Town Council”*;

WHEREAS, The proper officers of the municipality have developed and now recommend charges and rates for **FY 2025** to support the costs associated with the provision of information and communication technology services to the municipality and its several executive departments and utilities; and,

WHEREAS, The Town Council now desires to fix and adopt the charges and rates as recommended,

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That the proper officer(s) of the municipality have developed and now recommend the following annual charge for services for the fiscal year **2025** as follows:

(a) For information and communication technology services provided to the several departments reposed in the **Corporation General Fund**, **the annual charge is allocated at 25% of costs or \$99,000.00;**

(b) For information and communication technology services provided to the department reposed in the **Park and Recreation Fund**, **the annual charge is allocated at 19% of costs or \$79,280.00;**

(c) For information and communication technology services provided to the department reposed in the **Redevelopment General Fund**, **the annual charge is allocated at 5% of costs or \$21,000.00;**

(d) For information and communication technology services provided to the Waterworks Utility, **the annual charge is allocated at 25% of costs or \$105,656.00;**

(e) For information and communication technology services provided to the Wastewater/Stormwater Utility, **the annual charge is allocated at 26% of costs or \$105,656.00;**

Section 2. That the Town Council hereby finds and determines that the rates and charges as recommended are consistent with IC 36-1-3-8(a)(6), calculated to include reasonable costs associated with those purposes outlined in Section 3.45.110 (D) of the Highland Municipal Code;

Section 3. That the Town Council hereby now fixes and approves the annual rates and charges as set forth herein, and authorizes the municipal fiscal officer to take such lawful measures to charge and collect the fees herein, either as a single lump sum fee or

collected periodically until fully collected, and then to deposit these charges into the Information and Communication Technology Fund;

DULY RESOLVED and ADOPTED this 13th Day of January 2025, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

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

ATTEST:

Mark Herak,
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

- 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.

Councilor Turich moved to approve Works Board Order No.2025-01 inclusive of the exhibit. Councilor Black seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives. The motion passed and Works Board Order No. 2025-01 was adopted pending the signature of the municipal executive.

The Town of Highland
Board of Works 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, And Further Authorizing And Approving Disposal Or Transfer Of Said Property to a Grace Beyond Borders Homeless Shelter in East Chicago.

WHEREAS, The Town Council for the Town of Highland is the Works Board of the Municipality pursuant to IC 36-1-2-24(3) and

WHEREAS, The Town Council has been advised by the Metropolitan Police Department that several items of personal property particularly, several computers whose operating hardware has been removed and the warranties have expired, all owned by the municipality are no longer needed for the purposes for which it was originally acquired, pursuant to IC 5-22-22; and

WHEREAS, The Metropolitan Police Chief has recommended and requested that disposal of certain personal property be authorized, all pursuant to the provisions of IC 5-22-22 et seq.;

WHEREAS, The Metropolitan Police Chief has further recommended that disposal of the personal property be executed by the purchasing agent and authorize the transfer to Grace Beyond Borders Homeless Shelter in East Chicago, by way of public or private sale or transfer without advertising, all pursuant to the provisions of IC 5-22-22, sections 3, 6 and 8;

WHEREAS, The Town Council has been advised by the Office of Clerk-Treasurer that several items of personal property particularly, several computers whose warranties have expired, all owned by the municipality are no longer needed for the purposes for which it was originally acquired, pursuant to IC 5-22-22; and

WHEREAS, The Clerk-Treasurer, in consultation with the IT Director has recommended that disposal of the personal property be authorized, all pursuant to the provisions of IC 5-22-22 et seq.;

WHEREAS The Town Council now desires to favor the recommendation and take those steps necessary to authorize and approve a disposal of personal property of the municipality pursuant to the applicable law,

NOW, THEREFORE, BE IT ORDERED by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. That the Town Council of the Town of Highland acting as the works board, hereby finds and determines the following:

(A) That there are certain articles of personal property possessed or owned by the municipality, that are no longer needed, unfit for the purposes for which they were acquired, pursuant to IC 5-22-22-3; or,

(B) That these same articles of personal property possessed or owned by the municipality, that 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, pursuant to IC 5-22-22-3; or,

(C) That these same articles of personal property possessed or owned by the municipality, that may be deemed worthless or no market value as the estimated costs the sale and transportation of the property exceed the property value, pursuant to IC 5-22-22-8;

(D) That they these items of personal property are more particularly described in **an exhibit** attached to and incorporated in this works board order;

(E) That the value of any single item of personal property is less than one thousand dollars (\$1,000), **and** that all the items of personal property together are less than \$5,000, all pursuant to IC 5-22-22; and,

(F) That the transfer by private sale without resort to notice of those items of personal property of the Highland Police **Department to Grace Beyond Borders Homeless Shelter in East Chicago** be hereby found to be authorized and lawful;

Section 2. That the Metropolitan Police Chief is hereby authorized and instructed to cause a lawful disposal **or transfer of the personal property identified in this Works Board Order by public or private sale or transfer without advertising pursuant to IC 5-22-22-6;**

Section 3. That the Clerk-Treasurer in consultation with the IT Director is hereby authorized and instructed to cause a lawful disposal or demolition of the personal property identified in this Works Board Order without advertising pursuant to IC 5-22-22-8;

Section 4. That no proceeds are expected but should proceeds arise, any and all proceeds yielded from the lawful disposal or transfer authorized by this order shall be deposited with the Office of the Clerk-Treasurer, where such proceeds shall be deposited to the credit of the proper fund.

BE IT SO ORDERED.

DULY ADOPTED and ORDERED BY the Town Council of the Town of Highland, Lake County, Indiana, acting as the Board of Works, this 13th day of January 2025 having passed by a vote of 4 in favor and 0 opposed.

Enrolled Minutes
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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)

Exhibit of Personal Property for Disposal

Computer	Dell	OPTIPLEX 5050	FHBPF2	1811	7/15/2019
Computer	Dell	OPTIPLEX 5050	FHBXNX2	1812	7/15/2019
Computer	Dell	OPTIPLEX 5050	FH9RFX2	1813	7/15/2019
Computer	Dell	OPTIPLEX 5050	FH9TFX2	1815	7/15/2019
Computer	Dell	OPTIPLEX 5050	FH9ZNX2	1816	7/15/2019
Computer	Dell	OPTIPLEX 5050	FH9XNX2	1817	7/15/2019
Computer	Dell	OPTIPLEX 5050	FHBQFX2	1818	7/15/2019
Computer	Dell	OPTIPLEX 5050	FH9SFX2	1820	7/15/2019

END of EXHIBIT

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.

Councilor Black moved the passage and adoption of Appropriation Transfer Resolution 2025-01. Councilor Turich seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Municipal Executive.

**TOWN OF HIGHLAND
APPROPRIATION TRANSFER
RESOLUTION NO. 2025-01**

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS to the General 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 **General 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 **General 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:

General Fund:

Town Council:

Reduce Account:	#1101-0001-310.01 Legal Fees	<u>\$1,500.00</u>
	<i>Total 300 Series Reductions</i>	<i>\$1,500.00</i>

Town Council:

Increase Account:	#1101-0001-111.01 TC Member Sal	<u>\$1,400.00</u>
	#1101-0001-112.05 TC Longevity	<u>\$100.00</u>
	<i>Total 100 Series Increase</i>	<i>\$1,500.00</i>

Board of Zoning Appeals:

Reduce Account:	#1101-0002-310.01 Legal Fees	<u>\$5,683.60</u>
	<i>Total 300 Series Reductions</i>	<i>\$5,683.60</i>

Board of Zoning Appeals Fund:

Increase Account:	#1101-0002-111.01 BZA Comm Salaries	<u>\$4,080.00</u>
	#1101-0002-111.34 BZA Sec. Wages	<u>\$1,200.00</u>
	#1101-0002-112.01 Gen FICA & Med	<u>\$403.60</u>
	<i>Total 100 Series Increase</i>	<i>\$5,683.60</i>

Plan Commission:

Reduce Account:	#1101-0008-310.01 Legal Fees	<u>\$6,200.60</u>
	<i>Total 300 Series Reductions</i>	<i>\$6,200.60</i>

Plan Commission:

Increase Account:	#1101-0008-111.01 PC Comm Salaries	<u>\$4,560.00</u>
	#1101-0008-111.34 PC Sec. Wages	<u>\$1,200.00</u>
	#1101-0008-112.01 Gen FICA & Med	<u>\$440.60</u>

Total 100 Series Increase \$6,200.60

Total of All Fund Decreases:	\$13,384.20
Total of All Fund Increases:	\$13,384.20

DULY RESOLVED and ADOPTED this 13th Day of January 2025 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

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

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

Attest:

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

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.

Councilor Black moved the passage and adoption of Appropriation Transfer Resolution 2025-02. Councilor Robertson seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Municipal Executive.

**TOWN OF HIGHLAND
APPROPRIATION TRANSFER
RESOLUTION NO. 2025-02**

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS to the Sanitary

Operating 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 **Sanitary Operating 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 **Sanitary Operating 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:

Sanitary Operating Fund:

Sanitary Operating Fund

Reduce Account:	#6601-0015-340.23 SN Group Health/Med	<u>\$7,798.72</u>
	<i>Total 300 Series Reductions</i>	\$7,798.72

Sanitary Operating Fund:

Increase Account:	#6601-0015-111.31 Labor Wages	\$6,669.98
Increase Account:	#6601-0015-112.01 Gen FICA & Medicare	\$ 420.96
Increase Account:	#6601-0015-112.09 PERF	\$ 707.78
	<i>Total 100 Series Increase</i>	\$7,798.72

Total of All Fund Decreases:	\$7,798.72
Total of All Fund Increases:	\$7,798.72

DULY RESOLVED and ADOPTED this 13th Day of January 2025 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

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

Attest:

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

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".

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
Dept. Commander Glenn Cox	Officer Brian Orth
Detective Sgt. Lee Natelborg	Detective Frank Peckler
Detective Sgt. Brian Stanley	Detective Tiffany Perez
Sergeant Erich Swisher	Corporal James Mullins
Corporal Michael Yonkman	Detective Glenn DuRocher
Corporal John Hinkel	Officer Alejandro Anaya
Corporal Rick Hoffman	Officer Tyler Wilson
Corporal Thomas Manyek	Officer Vernon Jimerson-Bell
Officer Alexis Gerolimos	Officer Andrew Kinley

- Action should include approval of the letter and the members of the Town Council to sign the letters of commendation.

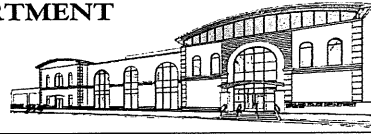
Councilor Turich moved the passage and adoption of Commendation Letter with one (1) day off and the Town Council to sign the letters of commendation. Councilor Black. Upon a roll call vote of the elected officials, there were four (4) affirmatives and no

negatives. The motion passed. The Commendation Letter with one (1) day off was adopted pending the signature of the four (4) Councilors.



HIGHLAND POLICE DEPARTMENT

3315 RIDGE ROAD
HIGHLAND, IN 46322-2097
(219) 838-3184
RALPH J. POTESTA, CHIEF OF POLICE



January 7 , 2025

Patrol Commander John Banasiak
Commander Jason Hildenbrand
Admin Cmdr Shawn Anderson
Dept Cmdr Glenn Cox
Det Sgt Lee Natelborg
Det Sgt Brian Stanley
Sgt Erich Swisher
Corp Michael Yonkman
Corp John Hinkel
Corp Richard Hoffman
Corp Thomas Manyek

Corp Corey Anderson
Ofcr Tony Kowal
Detect Ken Norsweather
Ofcr Brian Orth
Detective Frank Peckler
Detective Tiffany Perez
Corp Jim Mullins
Detective Glenn DuRocher
Ofcr Alejandro Anaya
Ofcr Tyler Wilson
Ofcr Vernon Jimerson-Bell
Ofcr Alexis Gerolimos
Ofcr Andrew Kinley

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

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

Highland Board of Metropolitan
Police Commissioners

Highland Town Council



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.

Councilor Black introduced and moved the consideration of Ordinance No. 1812 at the same meeting of introduction. Councilor Robertson seconded. Upon a roll call vote, a unanimous vote being necessary to consider the Ordinance on the same night of introduction, there were four (4) affirmatives and no negatives. The motion passed. The Ordinance could be considered at the same meeting of its introduction.

Councilor Black moved the passage and adoption of Ordinance No. 1812 at the

same meeting of its introduction. Councilor Robertson seconded. Upon a roll call vote, a two-thirds vote being necessary, there were four (4) affirmative votes and no negatives. The motion passed. Ordinance No. 1812 was passed and adopted upon the signature of the municipal executive at the same meeting of its introduction.

**ORDINANCE No. 1812
of the
TOWN OF HIGHLAND, INDIANA**

**AN ORDINANCE TO AMEND CHAPTER 2.05 OF THE HIGHLAND
MUNICIPAL CODE, UPDATING THE MEETING SCHEDULE FOR
THE HIGHLAND TOWN COUNCIL**

WHEREAS, IC 36-1-3-2 and IC 36-1-3-6(b)(1) confer upon all local units the powers that they need for the effective operation of government as to local affairs and prescribe the manner and form of enactment for any such exercise of power;

WHEREAS, Title 36, Article 1, Chapter 5 of the Indiana Code provides that the legislative body of a unit **shall** codify, revise, rearrange, or compile the ordinances of the unit into a complete, simplified code excluding formal parts of the ordinances;

WHEREAS, The legislative body of this unit, the Town of Highland, is the Town Council, pursuant to IC 36-1-2-9(5) and IC 36-5-2-2;

WHEREAS, The present general and permanent ordinances of the Town of Highland, formally codified in 2012, are in need of technical and substantive modifications not confined to any particular Title, Article or Chapter but nevertheless desirable to further improve and perfect the Code; and

WHEREAS, The types of meetings that may be convened by the Town Council include regular plenary meetings, special meetings, executive sessions, adjourned meetings and regular study sessions; and

WHEREAS, It would be and is in the best interest of the Town of Highland to amend certain sections of the Highland Municipal Code; and

WHEREAS, The Town Council now desires to amend Section 2.05.130 (C) Meetings of the Town Council with this current version as set forth below;

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

Section 1. That Chapter 2.05.130 (C) of the Highland Municipal Code is hereby amended, which shall read as follows:

(c) Except as otherwise provided herein, the Town Council shall hold regular study sessions on the second and fourth Monday of each month, which shall begin after the adjournment of the plenary meeting.

Section 2. That this ordinance shall be effective from and after its passage and adoption, as evidenced by the signature of the Town Council President and attested thereto by the Clerk-Treasurer, all pursuant to IC 36-5-2-10 and IC 36-5-2-10.2.

Introduced and Filed on the 13th day of January 2025. Consideration on the same day or at same meeting of introduction sustained on a vote of 4 in favor and 0 opposed, all pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 13th day of January 2025, by the Town Council of the Town of Highland, Lake County, Indiana, having passed by a vote of 4 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

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

ATTEST:

Mark Herak
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

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.

Councilor Turich moved to approve Works Board Order No.2025-02. Councilor Robertson seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives. The motion passed and Works Board Order No. 2025-02 was adopted pending the signature of the municipal executive.

The Town of Highland
Order of the Works Board No. 2025-02

An Order of the Works Board Approving and Authorizing An agreement between NIES Engineering, Incorporated and the Town of Highland to perform General Engineering services during 2025

Whereas, The Town Council of the Town of Highland, Lake County, Indiana also serves as the Works Board of the Town, having concurrent jurisdiction to authorize and engage professional services as needed;

Whereas, Nies Engineering, Incorporated (Consultant) has offered and presented an agreement to provide and furnish general engineering services during 2025 in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the additional services completed, in an amount not to exceed Thirty Thousand Dollars and 00/100 cents (\$30,000); and

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

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

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

Section 1. That the General Engineering Services proposal, (incorporated by reference and made a part of this Order) between NIES Engineering, Incorporated and the Town of Highland, is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for general engineering services in the not to exceed fee amount of Thirty Thousand Dollars (\$30,000.00) is found to be reasonable and fair;

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

Section 4. That the Director of Public Works be authorized to execute the Agreement with his signature as attested thereto by the Clerk-Treasurer.

DULY, PASSED AND ADOPTED by the Town Council of the Town of Highland, Lake County, Indiana this 13th day of January, 2025 having passed by a vote of 4 in favor and 0 opposed.

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

Philip Scheeringa, President

Attest:

Mark Herak, Clerk-Treasurer

8. Councilor Robertson moved to amend the agenda to include insurance premiums, which were discussed at the December 6, 2024 study session meeting and are due in January prior to the next plenary meeting. Councilor Turich seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives to amend the agenda. The agenda was amended.

Discussion: Tom Brown from the Brown Insurance presented to the Council the following changes based upon the comments from the Council at the December 6, 2024 study

session meeting:

Tom Brown

From: Tom Brown
Sent: Tuesday, January 7, 2025 12:37 PM
To: mherak@highland.in.gov
Subject: Highland - auto ID cards & updated schedules
Attachments: 1.1.2025 Highland Property Schedule incl PITO EDP for 1.1.25 - FINAL.xlsx; 1.1.2025 Highland IM Schedule - 1.3.25 FINAL.xlsx; 1.1.2025 Highland Auto Schedule as of 1.3.25 for 1.1.25- FINAL.xlsx

Mark –

We have auto ID cards to drop off.

ID CARDS

Regarding ID cards, drop off at Town Hall or at each department?

SCHEDULES

I believe we made significant progress on the auto, property, and equipment schedules, with those changes being retroactive to 1.1.25. Both Alex Brown and Mark Knesek provided rationale for deviating in a few areas from our initial discussion. I thought it best to run with certainty, aware you may wish to take this further (remove additional items) after reviewing where we're at. I do not have overall cost adjustment currently. Summarily:

Buildings – removed \$222,051 in value

Contents – added \$427,480 in contents value (Lincoln Center – increased contents from \$572,520 to \$1,000,000)

Property in the Open – removed 258,044 in value

Equipment – removed \$688,011 in values; added \$29,000 in values (two parks dept mowers)

Auto – added two vehicles and one trailer (12.18, 12.19 and 12.27.2024) totaling \$214,425 in value

Auto – removed physical damage coverage on (20) vehicles &/or trailers, totaling \$782,754 in value

Auto – increased deductibles on (19) vehicles valued \$100,000 or greater – from \$1,000 to \$2,500

Tom Brown

Brown Insurance Group

W: 219.972.6060 C: 219.678.6060

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January 13, 2025
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2025 Statement of Property Values for:						Town of Highland, IN				
Loc#	Bldg#	Occupancy	Address	City	State	Zip	Appraised Building	Contents	Total	Valuation
							incr. by 7.9% on 8/2/24			
6	7	Sheppard Park - Skate Park	9217 Liable Rd	Highland	IN	46322	\$0		Do Not Insure	
9	6	Sharp Ball Field Dugout-1	8072 Kennedy Ave	Highland	IN	46323	\$5,837		Do Not Insure	
9	7	Sharp Ball Field Dugout-2	8073 Kennedy Ave	Highland	IN	46324	\$5,837		Do Not Insure	
9	8	Sharp Ball Field Dugout-3	8074 Kennedy Ave	Highland	IN	46325	\$5,837		Do Not Insure	
9	9	Sharp Ball Field Dugout-4	8075 Kennedy Ave	Highland	IN	46326	\$5,837		Do Not Insure	
5	4	Meadows Park - Dugout-1	9400 Southmoor Ave	Highland	IN	46322	\$11,439		Do Not Insure	
5	5	Meadows Park - Dugout-2	9400 Southmoor Ave	Highland	IN	46322	\$11,439		Do Not Insure	
5	6	Meadows Park - Dugout-3	9400 Southmoor Ave	Highland	IN	46322	\$11,439		Do Not Insure	
5	7	Meadows Park - Dugout-4	9400 Southmoor Ave	Highland	IN	46322	\$11,439		Do Not Insure	
6	2	WPS Building (Shed)	9217 Liable Road	Highland	IN	46322	\$13,151		Do Not Insure	
4	3	Decorative Fountains (1)	3001 Ridge Road	Highland	IN	46322	\$14,721		Do Not Insure	
7	7	Homestead Park - Dugout-3	8000 Parrish Ave	Highland	IN	46322	\$15,799		Do Not Insure	
7	7	Homestead Park - Dugout-4	8000 Parrish Ave	Highland	IN	46322	\$15,799		Do Not Insure	
10	3	Lincoln Center - Playground Equipment (Childcare Center)	2450 Lincoln St	Highland	IN	46322	\$16,832		Do Not Insure	
7	4	Homestead Park - Dugout-1	8000 Parrish Ave	Highland	IN	46322	\$17,745		Do Not Insure	
7	5	Homestead Park - Dugout-2	8000 Parrish Ave	Highland	IN	46322	\$17,745		Do Not Insure	
11	3	Lift Station - Wet Well	8004 Wickes Park Drive	Highland	IN	46322	\$18,764		Do Not Insure	
9	4	Sharp Athletic Field - 20X24 Metal Picnic Shelter	8074 Kennedy Ave	Highland	IN	46322	\$22,443		Do Not Insure	
7	8	Homestead Park - Storage	8000 Parrish Ave	Highland	IN	46322	\$25,432	\$0	\$25,432	RC
17	3	One Car Garage for Police - delete?	3333 Ridge Road	Highland	IN	46322	\$27,165	\$0	\$27,165	RC
5	9	Meadows Park - Playground Equipment - North	9400 Southmoor Ave	Highland	IN	46322	\$28,054	\$0	\$28,054	RC
6	4	Sheppard Park - Electric Building	9217 Liable Road	Highland	IN	46322	\$28,777	\$0	\$28,777	RC
8	6	Markley Park - Batting Cages	9500 Sanic Ct.	Highland	IN	46322	\$28,824	\$0	\$28,824	RC
20	1	Lift Station	9037 Parrish Ave	Highland	IN	46322	\$29,701	\$0	\$29,701	RC
28	1	Fletcher Park - Burke Playground Series 2000	2715 Hart Road	Highland	IN	46322	\$35,124	\$0	\$35,124	RC
12	3	Dog Pound	7941 Municipal Dr (5th & Little Cal. River)	Highland	IN	46322	\$35,848	\$0	\$35,848	RC
5	8	Meadows Park - Picnic Shelter	9400 Southmoor Ave	Highland	IN	46322	\$35,877	\$0	\$35,877	RC
29	1	Jaycee Park - Playground Equipment	3040 101st St	Highland	IN	46322	\$37,031	\$0	\$37,031	RC
9	2	Sharp Ball Field - Picnic Shelter	8071 Kennedy Ave	Highland	IN	46322	\$39,081	\$0	\$39,081	RC
9	3	Sharp Athletic Field - Metal Picnic Shelter 720 Sq Ft	8071 Kennedy Ave	Highland	IN	46322	\$39,081	\$0	\$39,081	RC
3	2	Fuel Island Canopy	8001 Kennedy Ave	Highland	IN	46322	\$39,168	\$0	\$39,168	RC
31	1	Little Turtle Park - Little Tykes Play Systems Playground Eq	3201 LaPorte St	Highland	IN	46322	\$39,276	\$0	\$39,276	RC
35	1	Terrace Park - Playground Equipment	2220 Terrace Drive	Highland	IN	46322	\$39,276	\$0	\$39,276	RC
9	5	Sharp Athletic Field - Playground Equipment	8071 Kennedy Ave	Highland	IN	46322	\$40,398	\$0	\$40,398	RC
27	1	Brantwood Park - Playground Equipment	2030 Lincoln Ave.	Highland	IN	46322	\$44,886	\$0	\$44,886	RC
5	3	Meadows Park - Picnic Shelter	9400 Southmoor Ave	Highland	IN	46322	\$46,753	\$0	\$46,753	RC
21	1	Lift Station	3720 Alti Ct	Highland	IN	46322	\$49,459	\$0	\$49,459	RC
10	2	Lincoln Center - Playground Equipment	2450 Lincoln St	Highland	IN	46322	\$50,497	\$0	\$50,497	RC
34	1	Pettit Park - Miracle Ctr Stage Play Sys	9040 Cottage Grove Ave	Highland	IN	46322	\$50,497	\$0	\$50,497	RC
7	3	Homestead Park - Shelter	8000 Parrish Ave	Highland	IN	46322	\$55,547	\$0	\$55,547	RC
7	9	Homestead Park - Playground Equipment	8000 Parrish Ave	Highland	IN	46322	\$56,108	\$0	\$56,108	RC
8	5	Markley Park - Little Tykes P/G Equip	9500 Sanic Ct	Highland	IN	46322	\$56,108	\$0	\$56,108	RC
26	1	Bathroom in Downtown Highland parking lot Bike Trial	2734 Highway Ave	Highland	IN	46322	\$56,108	\$0	\$56,108	RC
30	1	Lakeside Park - Miracle Play Sys Timbers/Swings (2 Play S)	3046 97th Place	Highland	IN	46322	\$56,108	\$0	\$56,108	RC
32	1	Northwood Park - Playground Structure by Gametime	2432 81st Street	Highland	IN	46322	\$56,108	\$0	\$56,108	RC
33	1	Orchard Park - Playground Equipment	8720 Orchard Dr	Highland	IN	46322	\$56,108	\$0	\$56,108	RC
6	3	Sheppard Park - Picnic Shelter	9217 Liable Road	Highland	IN	46322	\$58,018	\$0	\$58,018	RC
8	3	Markley Park - Picnic Shelter	9500 Sanic Ct.	Highland	IN	46322	\$60,392	\$0	\$60,392	RC
6	6	Sheppard Park - Playground by Gametime w/ Crawli Tubel	9217 Liable Rd	Highland	IN	46322	\$61,719	\$0	\$61,719	RC
8	2	Markley Park - Press Box	9500 Sanic Ct.	Highland	IN	46322	\$65,128	\$20,800	\$85,928	RC
5	10	Meadows Park - Playground Equipment - South	9400 Southmoor Ave	Highland	IN	46322	\$67,330	\$0	\$67,330	RC
7	2	Homestead Park - Wave Shelter	8000 Parrish Ave	Highland	IN	46322	\$69,175	\$0	\$69,175	RC
12	2	Fire Training Center	7941 Municipal Dr (5th & Little Cal. River)	Highland	IN	46322	\$72,562	\$0	\$72,562	RC
4	4	Main Square - Kid Builder Castle Playground	3001 Ridge Road	Highland	IN	46322	\$75,185	\$0	\$75,185	RC
12	4	Lift Station	7941 Municipal Dr (5th & Little Cal. River)	Highland	IN	46322	\$77,064	\$0	\$77,064	RC
36	1	White Oak Park - Playground Equipment	2020 Briarwood Lane	Highland	IN	46322	\$78,551	\$0	\$78,551	RC

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Loc#	Bldg#	Occupancy	Address	City	State	Zip	Appraised Building	Contents	Total	Valuation
							incr. by 7.9% on 8/2/24			
19	1	Lift Station	9301 South 5th St	Highland	IN	46322	\$80,182	\$0	\$80,182	RC
8	4	Markley Park - Storage Building	9500 Saric Ct.	Highland	IN	46322	\$82,069	\$10,400	\$92,469	RC
17	2	Police Dept Garage - delete?	3333 Ridge Road	Highland	IN	46322	\$86,449	\$0	\$86,449	RC
25	2	North Drive Pump Station	8044 North Drive	Highland	IN	46322	\$86,590	\$0	\$86,590	RC
22	1	Lift Station	9120 Grace St	Highland	IN	46322	\$88,917	\$0	\$88,917	RC
18	1	Lift Station	3512 Laporte St. (across street)	Highland	IN	46322	\$90,693	\$0	\$90,693	RC
24	1	Pump Station	9925 Express Dr	Highland	IN	46322	\$100,686	\$0	\$100,686	RC
6	1	VIPS Building	9217 Liable Road	Highland	IN	46322	\$110,349	\$12,480	\$122,829	RC
6	5	Sheppard Park - Concession Stand	9217 Liable Road	Highland	IN	46322	\$120,524	\$20,800	\$141,324	RC
8	1	Markley Park - Concession Stand	9500 Saric Ct.	Highland	IN	46322	\$125,650	\$20,800	\$146,450	RC
7	1	Homestead Park - Concession Building	8000 Parrish Ave	Highland	IN	46322	\$142,083	\$20,800	\$162,883	RC
23	1	Lift Station	2000 Lincoln St	Highland	IN	46322	\$153,176	\$0	\$153,176	RC
13	1	Lift Station	2000th Block & 37th Pl	Highland	IN	46322	\$168,921	\$0	\$168,921	RC
9	1	Sharp Ball Field - Concession Stand	8071 Kennedy Ave	Highland	IN	46322	\$172,349	\$26,000	\$198,349	RC
5	2	Meadows Park - Concession Stand	9400 Southmoor Ave	Highland	IN	46322	\$196,971	\$20,800	\$217,771	RC
3	3	Salt Barn	8001 Kennedy Ave	Highland	IN	46322	\$197,597	\$0	\$197,597	RC
11	2	Lift Station - Sample Building	8004 Wicker Park Drive	Highland	IN	46322	\$202,226	\$0	\$202,226	RC
3	4	Parks & Recreation Building	8001 Kennedy Ave	Highland	IN	46322	\$339,863	\$54,080	\$393,943	RC
4	2	Main Square - Bathrooms/Concession Stand	3001 Ridge Road	Highland	IN	46322	\$484,471	\$20,800	\$505,271	RC
5	1	Parks & Recreation Garage	9400 Southmoor Ave	Highland	IN	46322	\$500,149	\$36,400	\$536,549	RC
11	1	Lift Station	8004 Wicker Park Drive	Highland	IN	46322	\$721,700	\$0	\$721,700	RC
12	1	Lift Station	7841 Municipal Dr (5th & Little Cal. River)	Highland	IN	46322	\$885,417	\$0	\$885,417	RC
9	10	Pump Station	8071 / (8005?) Kennedy Ave	Highland	IN	46322	\$887,629	\$0	\$887,629	RC
4	1	Main Square - Gazebo	3001 Ridge Road	Highland	IN	46322	\$919,373	\$5,720	\$925,093	RC
25	1	North Drive Pump Station	8044 North Drive	Highland	IN	46322	\$2,290,944	\$0	\$2,290,944	RC
2	1	Fire Station #2 (South Station)	2647 45th Street	Highland	IN	46322	\$2,473,554	\$36,400	\$2,509,954	RC
9	11	Water Tank #2	8071 Kennedy Ave	Highland	IN	46322	\$2,708,290	\$0	\$2,708,290	RC
9	12	Water Tank #1	8071 Kennedy Ave	Highland	IN	46322	\$2,708,290	\$0	\$2,708,290	RC
15	1	Water Tank 500,000 Gallon	3750 Ridge Road (Ridge & Kleinman)	Highland	IN	46322	\$2,741,092	\$0	\$2,741,092	RC
3	1	Maintenance Garage	8001 Kennedy Ave	Highland	IN	46322	\$2,745,990	\$130,000	\$2,875,990	RC
1	1	Fire Station #1 (Central Station)	2801 Highway Ave	Highland	IN	46322	\$3,555,348	\$98,800	\$3,654,148	RC
14	1	1 Million Gal Water Tank, Radio Tower Attached	2321 Teakwood Circle (US 41 overpass)	Highland	IN	46322	\$4,685,376	\$0	\$4,685,376	RC
17	1	Municipal Building / Town Hall	3333 Ridge Road	Highland	IN	46322	\$6,077,316	\$796,130	\$6,873,446	RC
16	1	Police Station	3315 Ridge Rd.	Highland	IN	46322	\$15,095,965	\$0	\$15,095,965	RC
10	1	Lincoln Center / Field House / Community Center	2450 Lincoln St	Highland	IN	46322	\$24,139,140	\$1,000,000	\$25,139,140	RC
	1	Highway of Flags Veteran Memorial Park (on corner)	(incl in FLAGs below)	Highland	IN	46322		\$0	\$0	RC
							\$78,043,861	\$2,331,210	\$80,375,071	
							\$222,051 reduction	\$427,480 Increase		
		Excluded from the Replacement Cost Values above: Architectural Fees								
		Excavation, Filling, Foundations below the lowest floor / below the surface.								
		Underground Sewage, Piping and Wiring	Various Locations / Parks / Fields	Highland	IN	46322	\$ 6,131,307			
		Property In The Open (PITO)								
		2004 Sculpture for Town Dedication - @ Trailhead					\$7,000			
		Flags/Poles						\$33,364		
		Emergency Sirens					\$63,745			
		Fencing (Ball Fields, Back Stops, Tennis Courts, etc)						\$992,248		
		Exterior Lighting (Parks, Fields, Street Lights)						\$2,125,030		
		Signs						\$169,472		
		Welcome Sign						\$63,745		
		Highland Sign	US 41					\$87,384		
		Electric Score Boards (Sharp, Homestead, Meadows, Markley & Sheppard Park)						\$63,745		
		Total PITO (\$2,500 Deductible)	Various Locations / Parks / Fields	Highland	IN	46322	\$ 3,534,988	\$238,044 reduction		

Loc#	Bldg#	Occupancy	Address	City	State	Zip	Appraised Building	Contents	Total	Valuation
							incr. by 7.9% on 8/2/24			
Property: Loss of Rents & Loss Payee Schedule										
Loc	Bldgs	Loss Payee Name	Address	City	State	Zip	Loss of Rents			
10	All	Lincoln Center Building Corp.	2450 Lincoln St	Highland	IN	46322	\$2,000,000			
16	All	Highland Public Building Corp.	3333 Ridge Rd	Highland	IN	46322	\$2,000,000			
							\$4,000,000			
EDP (Electronic Data Property)										
							Total Blanket Limit (\$10,000 Deductible)			\$1,113,685
							Deductible			10,000
POLICY HOLDER NAME										
POLICY HOLDER SIGNATURE										
DATE:										

Property Values for property in the open:						Town of Highland, IN		
Loc	Bldg	Street	Occupancy	Limit	TYPE	Value per item	Excluded	
1	1	2901 Highway Ave	Fire Station #1 (Central Station)		EMERGENCY SIREN		\$43,240.00	
2	1	2647 45th Street	Fire Station #2 (South Station)		FLAGPOLE		\$4,766.00	
3	1	8001 Kennedy Ave	Maintenance Garage		SIGN	\$10,592.00		
					FLAGPOLE		\$4,766.00	
					FENCING		\$65,670.00	
4	1	3001 Ridge Road	Main Square - Gazebo		LIGHTING	\$109,230.00		
					FLAGPOLE		\$4,766.00	
					SIGN	\$59,580.00		
5	2	9400 Southmoor	Meadows Park		FENCING	\$229,052.00		
					FIELD LIGHTING	\$529,600.00		
6	1	9217 Liable Road	VIPS Building		FENCING		\$4,766.00	
					EMERGENCY SIREN		\$13,240.00	
					LIGHTING		\$16,888.00	
6	3	9217 Liable Road	Sheppard Park - Picnic Shelter		FENCING		\$69,907.00	
					FIELD LIGHTING		\$234,700.00	
7	1	8000 Parrish Ave	Homestead Park		FENCING	\$218,460.00		
					FIELD LIGHTING	\$463,400.00		
					FLAGPOLE	\$9,930.00		
8	1	9401 Saric Cl.	Markley Park		FENCING	\$264,634.00		
					FIELD LIGHTING	\$463,400.00		
					FLAGPOLE	\$4,766.00		
9	1	8005 Kennedy Avenue	Sharp Ball Field		FENCING	\$280,138.00		
					FIELD LIGHTING	\$331,000.00		
					FLAGPOLE	\$3,972.00		
					SIGN	\$39,720.00		
9	4	8005 Kennedy Avenue	Pump Station		LIGHTING		\$69,510.00	
					FENCING		\$43,692.00	
					EMERGENCY SIREN		\$19,860.00	
10	1	2450 Lincoln St	Lincoln Center / Field House / Community Center		FENCING		\$16,880.00	
					LIGHTING	\$129,100.00		
					FLAGPOLE	\$4,766.00		
					SIGN	\$59,580.00		
11	1	8004 Wicker Park Drive	Lift Station		FENCING		\$27,800.00	
12	1	5th St & Little Calumet Riv	Lift Station		FENCING		\$9,110.00	
					LIGHTING		\$19,860.00	
13	1	2000th Block & 37th Pl	Lift Station		FENCING		\$3,972.00	
14	1	US 41	1 Million Gal Water Tank, Radio Tower Attached		FENCING		\$38,130.00	
					EMERGENCY SIREN		\$13,240.00	
15	1	Ridge Road & Kleinman	Water Tank 500,000 Gallon		FENCING		\$19,065.00	
16	1	3315 Ridge Rd.	Police Station		FLAGPOLE	\$9,930.00		
					LIGHTING	\$99,300.00		
17	1	3333 Ridge Road	Municipal Building / Town Hall		FLAGPOLE		\$4,634.00	
18	2	Main Square & Ridge Rd	Decorative Fountains (1)					
PITO (Property In The Open)								
		2004 Sculpture for Town Dedication - @ Trailhead			RDC - \$7,900	on Prop		
		Flags/Poles			Parks	on Prop	\$33,364	
		Emergency Sirens			Parks - \$72,800	on Prop		
		Fencing (Ball Fields, Back Stops, Tennis Courts, etc)			Parks	on Prop	\$992,248	
		Exterior Lighting (Parks, Fields, Street Lights)			Parks	on Prop	\$2,125,030	
		Signs		\$0.00	Parks	on Prop	\$169,472	
		Welcome Sign			Parks	on Prop	\$63,745	
		Highland Sign	US 41		Parks	on Prop	\$87,384	
		Electric Score Boards (Sharp, Homestead, Meadows, Markley & Sheppard Park)			Parks	on Prop	\$63,745	
Total PITO (\$2,500 Deduct Various Locations / Parks / Fields						Highland	IN	46322
							\$ 3,534,988	

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Statement of Equipment Values for:

Town of Highland, IN

Item #	Category	Sched/Unsched	Description (must include year, make, model, serial # if scheduled)	Department	OLD		FINAL
					Misc. Articles	Deductible	Misc. Articles
A	Contractors Equipment	Scheduled	See List Below		\$0	2500	
B	Miscellaneous Articles	Scheduled	See List Below				
C	Borrowed Equipment	Unscheduled	Leased/Rented/Borrowed Equipment		\$100,000	2500	
D	Unscheduled Equip.	Unscheduled	Bane, German Shepherd DOB 9/28/2019		\$50,000	2500	
E	Police-Dog	Scheduled	Bane, German Shepherd DOB 9/28/2019		\$46,000	None - remove	\$16,000
1	Misc Articles	Scheduled	4993 Defibrillator	Fire	\$5,940	Do not insure	\$5,940
4	Misc Articles	Scheduled	4008 Minor 55# Washer-Extractor	Fire	\$6,289	Do not insure	\$6,289
8	Misc Articles	Scheduled	2003 Radio W/Antenna	Fire	\$7,562	Do not insure	\$7,562
2	Misc Articles	Scheduled	1993 Tornado Alert Sys 3 Poles W/Sirens	Fire	\$9,309	Do not insure	\$9,309
14	Misc Articles	Scheduled	SEARCH CAMERA	Fire	\$11,780	2500	\$11,780
9	Misc Articles	Scheduled	2014 Polaris 6x6 Ranger Boat #4X4HR76A3E2556399	Fire	\$13,998	2500	\$13,998
7	Misc Articles	Scheduled	2003 Generac 35K Generator	Fire	\$18,950	2500	\$18,950
13	Misc Articles	Scheduled	Additional Equipment on Trucks 5221 & 5124 (Quantity - 2)	Fire	\$19,000	2500	\$19,000
5	Misc Articles	Scheduled	2001 Base Radio W/Remote	Fire	\$19,620	2500	\$19,620
6	Misc Articles	Scheduled	2001 Hurst Equip-Jaws of Life W/Power Unit & Alarm	Fire	\$33,843	2500	\$33,843
3	Misc Articles	Scheduled	1995 Air Compressor	Fire	\$35,000	2500	\$35,000
15	Misc Articles	Scheduled	Thermal Imaging Cameras Quantity - 7	Fire	\$56,000	2500	\$56,000
17	Misc Articles	Scheduled	Various Equipment on Rescue 5131, Trucks 5221 & 5124 (Quantity - 3)	Fire	\$81,000	2500	\$81,000
16	Misc Articles	Scheduled	Various Equipment on Engine 5215, 5117, 5118, and 5119 (Quantity - 4)	Fire	\$120,000	2500	\$120,000
11	Misc Articles	Scheduled	2019 HURST JAWS OF LIFE/ SC3582S JAWS (\$50k Eng.#5; \$80k Rescue 1)	Fire	\$130,000	2500	\$130,000
12	Misc Articles	Scheduled	2020 Turnout Gear (40 Sets: \$3500 coat/pants; 300 helmet; 400 boots; 150 gloves; 175 hood)	Fire	\$181,500	2500	\$181,500
10	Misc Articles	Scheduled	2018 MSA G1 Self Contained Breathing Apparatus (40 Units Purchased 5-1-18)	Fire	\$287,280	2500	\$287,280
18	Contractors Equipment	Scheduled	1987 Ingersoll-Rand Air Compressor #160364027063	MWH	\$9,995	Do not insure	\$9,995
19	Contractors Equipment	Scheduled	2005 2005 Bomag BAW900 2 Dual Drum Roller #004000041258	MWH	\$9,999	Do not insure	\$9,999
	Contractors Equipment	Scheduled	2003 Frontier APT2F Fixed Pallet Fork, Serial Number: FVDPAL3FRK2	Parks	\$4,660	Do not insure	\$4,660
44	Contractors Equipment	Scheduled	Frontier PWD100 Post Hole Digger	Parks	\$4,697	Do not insure	\$4,697
41	Contractors Equipment	Scheduled	2021 Frontier RC2048 Lih Type Rotary Cutter, #116FRCC20X0M171812	Parks	\$2,465	Do not insure	\$2,465
42	Contractors Equipment	Scheduled	2021 John Deere 60D AutoControl 7 Inm Mid Mount Side Discharge Mower, #11M00260D JM	Parks	\$2,527	Do not insure	\$2,527
37	Contractors Equipment	Scheduled	2014 Toro Workman Creomer	Parks	\$3,000	Do not insure	\$3,000
43	Contractors Equipment	Scheduled	Frontier CAD348E 4 PL Economy Core Aerator	Parks	\$3,414	Do not insure	\$3,414
46	Contractors Equipment	Scheduled	John Deere 54 In. Quick-Hitch Tow-Stage Blower, #11M054SDX02M131463	Parks	\$3,773	Do not insure	\$3,773
20	Contractors Equipment	Scheduled	1978 Ford Tractor #4535	Parks	\$5,000	Do not insure	\$5,000
31	Contractors Equipment	Scheduled	2005 Honda Generator - 5000 Watts #517-442663	Parks	\$5,000	Do not insure	\$5,000
25	Contractors Equipment	Scheduled	2004 Arm Buster Celebration Outdoor Tent 30 x 30	Parks	\$7,000	Do not insure	\$7,000
21	Contractors Equipment	Scheduled	1985 Ford 4610 Tractor #C744616	Parks	\$8,000	Do not insure	\$8,000
26	Contractors Equipment	Scheduled	2004 Arm Buster Celebration Outdoor Tent 30 x 30	Parks	\$8,000	Do not insure	\$8,000
22	Contractors Equipment	Scheduled	1996 John Deere F-932 Snow Blower #MDF932X140183	Parks	\$40,000	None - remove	\$40,000
35	Contractors Equipment	Scheduled	2014 Slagg 72 Mower #K4100902	Parks	\$40,000	None - remove	\$40,000
36	Contractors Equipment	Scheduled	2014 Slagg 72 Mower #K4100907	Parks	\$40,000	None - remove	\$40,000
33	Contractors Equipment	Scheduled	2008 Land Pride 4014 Wing Mower	Parks	\$40,500	Do not insure	\$40,500
28	Contractors Equipment	Scheduled	2001 Mobile Space Concession Trailer	Parks	\$41,500	Do not insure	\$41,500
27	Contractors Equipment	Scheduled	2001 John Deere 1420 Snow Blower #TC1420G010539	Parks	\$42,355	None - remove	\$42,355
29	Contractors Equipment	Scheduled	2003 John Deere 1420 Snow Blower #TC1420G002026	Parks	\$42,355	None - remove	\$42,355
30	Contractors Equipment	Scheduled	2003 John Deere 1420 Snow Blower #TC1420G002026	Parks	\$42,355	None - remove	\$42,355
23	Contractors Equipment	Scheduled	1998 John Deere 1145 4WD #MD1145X164016	Parks	\$43,000	None - remove	\$43,000
38	Contractors Equipment	Scheduled	2019 John Deere Zero Turn Mower 960	Parks	\$15,000	2500	\$15,000
15	Contractors Equipment	Scheduled	2020 John Deere Zero Turn Mower 960 #2	Parks	\$15,000	2500	\$15,000
16	Contractors Equipment	Scheduled	2020 John Deere Zero Turn Mower 930	Parks	\$14,000	2500	\$14,000
122	Contractors Equipment	Scheduled	2023 John Deere Zero Turn 850, Serial Number 1TC950MCVPT122983	Parks	\$16,643	2500	\$16,643
45	Contractors Equipment	Scheduled	John Deere 2025R Compact Utility Tractor, SIN#1LV2025R7NN402192	Parks	\$25,488	2500	\$25,488
39	Contractors Equipment	Scheduled	2021 Toro Field Groomer	Parks	\$30,000	2500	\$30,000
20	Contractors Equipment	Scheduled	2008 Mahindra 7010 Tractor #7010A1000387	Parks	\$36,660	2500	\$36,660
24	Contractors Equipment	Scheduled	2000 Jacobson HR 8016 Mower Large Mower #77B4-02183	Parks	\$69,500	None - remove	\$69,500
32	Contractors Equipment	Scheduled	2006 Jacobson HR 9016 Mower Large Mower #5Y1635	Parks	\$73,000	2500	\$73,000
21	Contractors Equipment	Scheduled	2021 Toro 16' Mower	Parks	\$120,000	2500	\$120,000
67	Misc Articles	Scheduled	Mini Dams - Kennedy Ave. & Duluth (Dog Pound)	Police	\$600	Do not insure	\$600
79	Misc Articles	Scheduled	Verizon Cardpoint Cell Modems - Ridge Rd. & Kleinman Rd.	Police	\$600	Do not insure	\$600
80	Misc Articles	Scheduled	Verizon Cardpoint Cell Modems - Ridge Rd. & Prairie	Police	\$600	Do not insure	\$600
72	Misc Articles	Scheduled	Point to Point Network - Ridge Rd. & Kleinman Rd.	Police	\$600	Do not insure	\$600
74	Misc Articles	Scheduled	Point to Point Network - US 41 & Meijer	Police	\$600	Do not insure	\$600
82	Misc Articles	Scheduled	Wood Pole	Police	\$600	Do not insure	\$600
49	Misc Articles	Scheduled	Camera DVR - 45th & Prairie	Police	\$1,200	Do not insure	\$1,200
50	Misc Articles	Scheduled	Camera DVR - Kennedy Ave. & Duluth	Police	\$1,200	Do not insure	\$1,200
51	Misc Articles	Scheduled	Camera DVR - Ridge Rd. & Kleinman Rd.	Police	\$1,200	Do not insure	\$1,200
52	Misc Articles	Scheduled	Camera DVR - Ridge Rd. & Prairie	Police	\$1,200	Do not insure	\$1,200
53	Misc Articles	Scheduled	Camera DVR - US 41 & Meijer	Police	\$1,200	Do not insure	\$1,200

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70	Misc Articles	Scheduled	Multi-Sensor Camera - Kennedy Ave. & Duluth (Sharp)	Police	\$4,200	Do not insure	\$4,200
71	Misc Articles	Scheduled	Multi-Sensor Dome Camera - Ridge Rd. & Prairie	Police	\$4,200	Do not insure	\$4,200
73	Misc Articles	Scheduled	Point-to-Point Network - Ridge Rd. & Prairie	Police	\$4,200	Do not insure	\$4,200
81	Misc Articles	Scheduled	Vision Cardpoint Cell Modems - US 41 & Meijer (Quantity - 2)	Police	\$4,200	Do not insure	\$4,200
58	Misc Articles	Scheduled	HM Vision Cameras - Ridge Rd. & Kleinman Rd. (Quantity - 4)	Police	\$2,400	Do not insure	\$2,400
54	Misc Articles	Scheduled	Cameras - 45th & Prairie (Quantity - 4)	Police	\$4,000	Do not insure	\$4,000
78	Misc Articles	Scheduled	Reaper SD LPR Camera - 45th & Prairie	Police	\$4,000	Do not insure	\$4,000
61	Misc Articles	Scheduled	License Plate Rear VLP & Box - Ridge Rd. & Kleinman Rd.	Police	\$4,500	Do not insure	\$4,500
62	Misc Articles	Scheduled	License Plate Rear VLP & Box - Ridge Rd. & Prairie	Police	\$4,500	Do not insure	\$4,500
63	Misc Articles	Scheduled	License Plate Rear VLP & Box - Kennedy Ave. & Duluth	Police	\$4,500	Do not insure	\$4,500
64	Misc Articles	Scheduled	License Plate Rear VLP and box - 45th & Prairie	Police	\$4,500	Do not insure	\$4,500
65	Misc Articles	Scheduled	License Plate Rear VLP and box - US 41 & Meijer	Police	\$4,500	Do not insure	\$4,500
59	Misc Articles	Scheduled	HiVision HD LPR Cameras - Ridge Rd. & Prairie (Quantity - 4)	Police	\$4,800	Do not insure	\$4,800
55	Misc Articles	Scheduled	Cameras - Kennedy Ave. & Duluth (Quantity - 5)	Police	\$5,000	Do not insure	\$5,000
56	Misc Articles	Scheduled	Cameras - Ridge Rd. & Prairie (Quantity - 5)	Police	\$5,000	Do not insure	\$5,000
57	Misc Articles	Scheduled	Cameras - US 41 & Meijer (Quantity - 5)	Police	\$5,000	Do not insure	\$5,000
47	Misc Articles	Scheduled	13346 EV 11 Radar Feedback Speed Signs (Solar) (Quantity - 2)	Police	\$6,200	Do not insure	\$6,200
66	23 Misc Articles	Scheduled	Mavic 2 Enterprise Advanced Drones #1581EAGCC18R0609CR	Police	\$7,158	2500	\$7,158
66	24 Misc Articles	Scheduled	Mavic 2 Enterprise Advanced Drones #1581EAGC3BF00AY012	Police	\$7,158	2500	\$7,158
60	25 Misc Articles	Scheduled	HiVision LPR HD LPR Cameras - Ridge Rd. & Kleinman Rd. (Quantity - 6)	Police	\$7,200	2500	\$7,200
46	Misc Articles	Scheduled	1485-00067 Sale Place Model 100 Radar Speed Signs (Battery Power) (Quantity - 2)	Police	\$9,862	Do not insure	\$9,862
75	26 Misc Articles	Scheduled	Reaper HD LPR Cameras - 45th & Prairie (Quantity - 2)	Police	\$12,000	2500	\$12,000
76	27 Misc Articles	Scheduled	Reaper HD LPR Cameras - Kennedy Ave. & Duluth (Quantity - 2)	Police	\$12,000	2500	\$12,000
69	28 Misc Articles	Scheduled	Motorola Apex 7000XE Dual Band Portable Radio (Quantity - 3)	Police	\$14,700	2500	\$14,700
77	29 Misc Articles	Scheduled	Reaper HD LPR Cameras - US 41 & Meijer (Quantity - 4)	Police	\$24,000	2500	\$24,000
68	30 Misc Articles	Scheduled	Motorola Apex 7000 Dual Band Portable Radio (Quantity - 50)	Police	\$240,000	2500	\$240,000
84	Contractors Equipment	Scheduled	1983 Kohler Generator #127427-74-53-57	Public Works	\$4,000	Do not insure	\$4,000
110	Contractors Equipment	Scheduled	2020 Drone (To check water towers & river outfall inspections)	Public Works	\$4,000	Do not insure	\$4,000
100	Contractors Equipment	Scheduled	2014 Arrowmaster V (Arrow Board) #9107462	Public Works	\$4,000	Do not insure	\$4,000
101	Contractors Equipment	Scheduled	2014 Arrowmaster V (Arrow Board) #9107465	Public Works	\$4,000	Do not insure	\$4,000
83	Contractors Equipment	Scheduled	1078 Smith Air Compressor #150N1439	Public Works	\$5,000	Do not insure	\$5,000
85	Contractors Equipment	Scheduled	1986 Peabody Barnes 10' Pump #98720-S-388	Public Works	\$5,000	Do not insure	\$5,000
91	Contractors Equipment	Scheduled	2004 Mug A Bug Mosquito Sprayer #304956829	Public Works	\$7,880	Do not insure	\$7,880
109	Contractors Equipment	Scheduled	2017 Cushman Dove Tail Trailer #473872828H1000030	Public Works	\$8,400	Do not insure	\$8,400
95	31 Contractors Equipment	Scheduled	2008 John Deere Gator XUV 850D All Terrain Vehicle #MOXUV021955	Public Works	\$14,082	2500	\$14,082
112	32 Contractors Equipment	Scheduled	2021 InetALERT ATSIATS-5/Trailer Message Board #IB 9AF1155MP825466	Public Works	\$14,995	2500	\$14,995
113	33 Contractors Equipment	Scheduled	2021 InetALERT ATSIATS-5/Trailer Message Board #IB 9AF511XMP825524	Public Works	\$14,995	2500	\$14,995
87	34 Contractors Equipment	Scheduled	1993 Case Skid Steer Skid Steer #1AF0102194	Public Works	\$19,020	Do not insure	\$19,020
90	35 Contractors Equipment	Scheduled	2004 American Roads Leaf Voe #140TC30314M324911	Public Works	\$24,500	Do not insure	\$24,500
106	36 Contractors Equipment	Scheduled	2013 Vermeer S650TX Mini Skid Steer #1VRB07042D1000473	Public Works	\$22,853	2500	\$22,853
102	37 Contractors Equipment	Scheduled	2005 American Roads Leaf Voe #140TC30315M324909	Public Works	\$27,950	Do not insure	\$27,950
97	38 Contractors Equipment	Scheduled	2008 Vermeer Chipper #1VR2161V581001265	Public Works	\$31,900	2500	\$31,900
111	39 Contractors Equipment	Scheduled	2020 Godwin 4' Pump #16MBB0917LD080322	Public Works	\$32,000	2500	\$32,000
103	40 Contractors Equipment	Scheduled	2012 Spaulding Mfg. Crack Sealer 130 Crack Sealer #439PT1821CN097732	Public Works	\$33,292	2500	\$33,292
99	41 Contractors Equipment	Scheduled	2011 American Roads Leaf Voe #1A7TC2628BM2744004	Public Works	\$34,500	2500	\$34,500
102	42 Contractors Equipment	Scheduled	2014 Falcon Asphalt hot patch #1F0P44248M339467	Public Works	\$34,500	Do not insure	\$34,500
104	43 Contractors Equipment	Scheduled	2013 Chemack TO45-60728-SB Hose Reel #38647-01	Public Works	\$37,740	2500	\$37,740
108	44 Contractors Equipment	Scheduled	2017 Bobcat Excavator - E321 Mini Excavator #ALVJ12420	Public Works	\$40,297	2500	\$40,297
94	45 Contractors Equipment	Scheduled	2007 Case 580 Super M (4x4) Backhoe #WTC426054	Public Works	\$48,105	2500	\$48,105
107	46 Contractors Equipment	Scheduled	2017 American Roads Leaf Voe 1A8ATCG28HC274159 #V512524933986	Public Works	\$56,470	2500	\$56,470
105	47 Contractors Equipment	Scheduled	2024 Vermeer MFG BC1500 Cummins 130HP DSL #1VRD18AER01051772	Public Works	\$81,515	2500	\$81,515
68	48 Contractors Equipment	Scheduled	1988 1988 John Deere 690DLC Excavator #DW760DLS17757	Public Works	\$83,900	2500	\$83,900
89	49 Contractors Equipment	Scheduled	2020 GMC C8500 Dump Truck #1GDP7H1C82J512146	Public Works	\$88,649	Remove (auto)	\$88,649
88	50 Contractors Equipment	Scheduled	2004 GMC C8500 Dump Truck #1GDP7H1C81J606863	Public Works	\$89,234	Remove (auto)	\$89,234
93	51 Contractors Equipment	Scheduled	2009 Case 621E Loader #NBF20801Z	Public Works	\$95,260	2500	\$95,260
52	Contractors Equipment	Scheduled	2023 Case 580 SV 4WD Backhoe, serial NZH410634, including equipment	Public Works	\$115,000	2500	\$115,000
53	Contractors Equipment	Scheduled	2023 Case 621 G Wheel Loader, serial JEEN621PF256494, including equipment	Public Works	\$190,000	2500	\$190,000

TOTALS

\$2,624,873	\$588,011 Removed
	\$29,000 Added

POLICY HOLDER NAME

POLICY HOLDER SIGNATURE

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Year	Make	Model	DEPT	VIN (17 digits)	Class Codes	Cost New	Valuation	Deductibles		Loss Payee or Additional Insured	
								Comp	Coll		
46	2018	Ford	PPT - Explorer	Police	1FMSK8ARJG8S8330	7911-	\$41,640	ACV	1,000	1,000	
47	2018	Ford	PPT - Explorer	Police	1FMSK8ARJGCA2832	7911-	\$41,640	ACV	1,000	1,000	
104	2018	Chevrolet	Van - Express 2500	PW - Street	1GCVG8FP6J1187729	014-990	\$24,000	ACV	1,000	1,000	
25	2019	Dodge	PPT - Charger	Police	2C3CDXKT9KH685930	7911-	\$42,995	ACV	1,000	1,000	
26	2019	Chevrolet	Truck - Silverado LD 1500	Parks	2GCYNEC3K1178458	014-990	\$38,400	ACV	1,000	1,000	
48	2019	Dodge	PPT - Charger	Police	2C3CDXKT9KH685931	7911-	\$42,995	ACV	1,000	1,000	
49	2019	Dodge	PPT - Charger	Police	2C3CDXKT2KH682852	7911-	\$42,995	ACV	1,000	1,000	
50	2019	Dodge	PPT - Charger	Police	2C3CDXKT2KH682855	7911-	\$42,995	ACV	1,000	1,000	
51	2019	Dodge	PPT - Charger	Police	2C3CDXKT9KH685927	7388-	\$35,495	ACV	1,000	1,000	
52	2019	Dodge	PPT - Charger	Police	2C3CDXKT2KH685929	7388-	\$35,495	ACV	1,000	1,000	New: \$39,954; Equip: \$13,598
114	2019	Chevrolet	Dump Truck - Silverado 3500	PW - Water	1G33KVC6SKH48523	214-790	\$39,985	ACV	1,000	1,000	
120	2019	Freightliner	Truck - M2 106		1FVACVFD5KHKD4843	314-990	\$162,737	REPL COST	2,500	2,500	
123	2019	Jeep	Cherokee (block - defective)	Police	1C4PJMBX6KDZ17349	7911	\$22,000	ACV	1,000	1,000	
1	2020	Dodge	PPT - Durango	Building Insp.	1C4RDJFG9LC309037	7388-	\$34,870	ACV	1,000	1,000	
2	2020	Dodge	PPT - Durango	Building Insp.	1C4RDJFG9LC368361	7911-	\$42,370	ACV	1,000	1,000	
3	2020	Dodge	PPT - Durango	Building Insp.	1C4RDJFG9LC368985	7911-	\$42,370	ACV	1,000	1,000	
53	2020	Dodge	PPT - Charger	Police	1C4RDJFG2LC368986	7911-	\$42,370	ACV	1,000	1,000	
91	2020	Chevrolet	Truck - Silverado 1500	PW - Sewer	3GCUVAE1LG287491	014-990	\$39,995	ACV	1,000	1,000	L.P. Crossroads Bank, ISADA
95	2020	Chevrolet	Truck - Silverado 2500HD	PW - Solid Wast	1GCVL7E4LF220226	014-990	\$36,900	ACV	1,000	1,000	plow \$7,000 / seed cover \$3,000
105	2020	Chevrolet	Truck - Silverado 2500HD	PW - Street	1GCVL7E70LF220126	014-990	\$36,900	ACV	1,000	1,000	
54	2021	Ford	PPT - Explorer	Police	1FMSK8AB5MGA64347	7388-	\$43,667	ACV	1,000	1,000	
55	2021	Ford	PPT - Explorer	Police	1FMSK8AB7MGA64348	7388-	\$43,667	ACV	1,000	1,000	
56	2021	Ford	PPT - F150	Police	1FTFW1P87MKF00273	7911-	\$52,146	ACV	1,000	1,000	
57	2021	Ford	PPT - Explorer	Police	1FMSK8AB7MGC33543	7911-	\$51,290	ACV	1,000	1,000	
58	2021	Ford	PPT - Explorer	Police	1FMSK8AB6MGC33274	7911-	\$51,290	ACV	1,000	1,000	
59	2021	Ford	PPT - Explorer	Police	1FMSK8AB6MGC33243	7911-	\$51,290	ACV	1,000	1,000	
106	2021	Ford	Transit 350HD w/ Camera Equip. - Sewer Operations	PW - Street	1FTR54X8XMK489994	014-990	\$200,000	ACV	2,500	2,500	US Bank Equipment
60	2022	Ford	Explorer	Police	1FMSK8AB0NGC23924	7911	\$32,872	ACV	1,000	1,000	
61	2022	Ford	Explorer	Police	1FMSK8AB7NGC43880	7911	\$32,872	ACV	1,000	1,000	
62	2022	Ford	Explorer	Police	1FMSK8AB5NGC42565	7911	\$32,872	ACV	1,000	1,000	US Bank Equipment
63	2022	Ford	Explorer	Police	1FMSK8AB8NGC24562	7911	\$32,872	ACV	1,000	1,000	US Bank Equipment
64	2022	Dodge	Charger	Police	2C3CDXKG1NH232585	7911	\$34,929	ACV	1,000	1,000	
65	2022	Dodge	Charger	Police	2C3CDXKG8NH232566	7911	\$34,929	ACV	1,000	1,000	
66	2022	Dodge	Charger	Police	2C3CDXKG7NH232588	7911	\$34,929	ACV	1,000	1,000	
107	2022	Ford	F-350	PW - Street	1FT8X356ANE67749	214-990	\$47,585	ACV	1,000	1,000	
108	2022	Chevrolet	2500 HD	Parks	1GCVL7E2NF357640	014-990	\$41,595	ACV	1,000	1,000	
122	2022	KIA	K5 Sedan	Police	5X0G64J21NG130136	7911	\$23,000	ACV	1,000	1,000	US Bank Equipment
4	2023	E-One	75' Aerial w/ Typhoon Chassis (Engine 5222)	Fire	4ENLA488X1005277	7909	\$1,030,462	REPL COST	2,500	2,500	US Bank Equipment
5	2023	Dodge	Durango	Fire	1C4SDJFT8PC674023	7908	\$41,627	REPL COST	1,000	1,000	US Bank Equipment
27	2023	Chevrolet	Silverado - 2500HD	Parks	2GC1YME76P1718460	014-990	\$52,000	REPL COST	1,000	1,000	
28	2023	Tractor Supply	Mower Trailer	Parks	4YMBL2024PG030496	69499	\$6,500	REPL COST	1,000	1,000	US Bank Equipment
67	2023	Ford	Explorer Police Interceptor utility	Police	1FMSK8AB0PGB37295	7911	\$72,847	REPL COST	1,000	1,000	
68	2023	Ford	Explorer Police Interceptor utility	Police	1FMSK8ABXPGB37331	7911	\$72,847	REPL COST	1,000	1,000	
69	2023	Ford	Explorer Police Interceptor utility	Police	1FMSK8AB1PGB37282	7911	\$72,847	REPL COST	1,000	1,000	
70	2023	Ford	Explorer Police Interceptor utility	Police	1FMSK8AB6PGB68253	7911	\$42,847	REPL COST	1,000	1,000	
71	2023	Ford	Explorer Police Interceptor utility	Police	1FMSK8AB4PGB67845	7911	\$42,847	REPL COST	1,000	1,000	
72	2023	Ford	Explorer Police Interceptor utility	Police	1FMSK8AB2PGB67780	7911	\$42,847	REPL COST	1,000	1,000	
73	2023	Ford	Explorer Police Interceptor utility	Police	1FMSK8AB6PGB37519	7911	\$42,847	REPL COST	1,000	1,000	
6	2024	Chevrolet	Tahoe	Fire	1GNSKLEDORR195677	7908	\$50,992	REPL COST	1,000	1,000	
74	2024	Dodge	Durango	Police	1C4RDJFG3RC184285	7911	\$53,553	REPL COST	1,000	1,000	
75	2024	Dodge	Durango	Police	1C4RDJFG1RC184284	7911	\$53,553	REPL COST	1,000	1,000	
76	2024	Dodge	Durango	Police	1C4RDJFG3RC184286	7911	\$53,553	REPL COST	1,000	1,000	
80	2024	Honda	Pioneer 700	Police/ non-plat	1HFVE0268R4900827	7912	\$17,471	REPL COST	1,000	1,000	
81	2024	Honda	Pioneer 700	Police/ non-plat	Z1HFVE0268R4900429	7912	\$16,651	REPL COST	1,000	1,000	
82	2024	New Elgin	Pelican NP	Public Works	SN: NP42844		\$319,860	REPL COST	2,500	2,500	
115	2024	Ford	F350	Streets/ Parks	1FDUF5HT4PD009780	214-990	\$148,000	REPL COST	2,500	2,500	12.18.24
83	2025	Chevrolet	Silverado - 1500	Public Works	3GCNKAE9S3139110	014-990	\$57,000	REPL COST	1,000	1,000	12.19.24
121	2025	Darkhorse	Trailer - Enclosed	Parks	7LZRE2024SW119510	69499	\$9,425	ACV	1,000	1,000	12.27.24
POLICY HOLDER NAME							Total Value	\$8,492,966			
POLICY HOLDER SIGNATURE											
DATE:											

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Town of Highland, IN - 2025												
Year	Make	Model	DEPT	VIN (17 digits)	Class Codes*	Cost New	Valuation	Deductibles		Loss Payee or	Additional Insured	
								Comp	Coll			
84	Jet-Trailer	Trailer	PW-Sewer	JJ48996	694-999						\$0	
9	2000 American LaFrance	Fire Truck - Eagle (Truck 5124)	Fire 1	4Z3XESZB6X904796	7903-						\$500,000	Remove Physical Damage
65	2001 GMC	Truck C 7500	PW - Sewer	1GDP7H1C81J506863	314-990	\$85,700	ACV	1,000	1,000			
17	2002 Chevrolet	Truck-S49	Parks	1GCD8144W826234485	014-990						\$19,600	Delete - Scrapped in 2024
18	2002 Buick	Trailer	Parks	BR101482Y12090002	694-999						\$1,250	Delete - Scrapped in 2024
66	2002 GMC	Truck	PW - Sewer	1GDP7H1C82K512146	314-990	\$88,000	ACV	1,000	1,000			
116	2003 J-L-H	Trailer	Unknown	4J8JUS04493B04846Z	694-990						\$1,200	Delete - Scrapped
10	2006 Ford	Truck - F550 Brush Truck (Squad 5174)	Fire 1	1FDAX57P46CE05074	7903-	\$140,000	ACV	2,500	2,500			
29	2006 Wells	Trailer	Police	NC200E2161113751	684-990						\$7,900	Remove Physical Damage
117	2006 Beaver	Trailer	Unknown	1B9FM162961282083	684-990						\$7,600	Remove Physical Damage
15	2007 American	LaFrance Fire Truck (Eng 5215)	Fire 2	1AFAACG68R246144	7903-	\$390,000	ACV	2,500	2,500			
77	2007 Chevrolet	Truck - Silverado 1500	Police VIPS	1GCEK190872981178	014-990						\$28,295	Remove Physical Damage
87	2007 Chevrolet	Truck - Silverado 3500	PW - Sewer	1GBJ34K3E591257	214-990	\$25,000	ACV	1,000	1,000			
88	2008 Sterling	Dump Truck - 4500	PW - Sewer	3F6WJ68A28G32014	214-790	\$35,000	ACV	1,000	1,000			
92	2008 Chevrolet	Truck - Silverado 2500HD	PW - Solid Was	1GCHK24K08E162557	014-990						\$32,000	Remove Physical Damage
109	2008 Chevrolet	Truck - HRR	PW - Water	3GCD15D1X8542744	014-990						\$15,000	Remove Physical Damage
110	2008 Chevrolet	Truck - Silverado 2500HD	PW - Water	1GCHK24K89E111901	014-990						\$22,000	Remove Physical Damage
118	2008 Axis	Trailer	Unknown	4YUL19440G002942	694-999						\$900	Delete - Scrapped in 2024
7	2009 Bridge	Trailer - LS-35621E	Fire 1	BS103200912BL0459	694-990						\$0	Remove Physical Damage
11	2009 American	LaFrance Fire Truck - Pumper (Eng.5117)	Fire 1	4Z3AAGC15R3272	7903-	\$300,000	ACV	2,500	2,500			
12	2009 American	LaFrance Fire Truck - Pumper (Eng.5119)	Fire 1	4Z3AAGC15R43721	7903-	\$300,000	ACV	2,500	2,500			
96	2009 Chevrolet	Truck - CA500	PW - Street	1GBE4C1699F407764	214-990	\$40,000	ACV	1,000	1,000			
8	2010 USAR	Trailer-Fire	Fire 1	1571	684-990						\$5,000	Remove Physical Damage
16	2010 USAR	Wood Trailer (Station #2)	Fire 2	5178	684-990						\$5,000	Remove Physical Damage
89	2010 International	Dump Truck - SF625	PW - Sewer	1HTWGAATXAJ288757	314-790	\$158,601	ACV	2,500	2,500			
97	2010 International	Dump Truck - 7400	PW - Street	1HTWGAAT2AJ288798	314-790	\$158,602	ACV	2,500	2,500			
111	2010 International	Dump Truck - 7400	PW - Water	1HTWGAAT2AJ288753	314-790	\$164,667	ACV	2,500	2,500			
19	2011 Chevrolet	Truck - Silverado 2500	Parks	1GC2KVC91BZ95858	014-990						\$31,447	Remove Physical Damage
20	2011 Chevrolet	Truck - Silverado 3500	Parks	1GB3C2C97BF180073	214-990						\$30,092	Remove Physical Damage
30	2011 Chevrolet	PPT POL	Police	2S1W05EM28114086	7911-						\$33,335	Remove Physical Damage
98	2013 Chevrolet	Silverado - 2500HD	PW - Street	1GCKKVC91DZ258378	014-990						\$32,255	Remove Physical Damage
112	2013 Chevrolet	Truck - Silverado 3500HD	PW - Water	1GB3C2C87DF164153	014-990	\$34,350	ACV	1,000	1,000			
31	2014 Ford	PPT - Explorer	Police	1FMSK8AR6E28505	7911-	\$34,710	ACV	1,000	1,000			
32	2014 Ford	PPT - Explorer	Police	1FMSK8AR1EGB11274	7909-	\$27,210	ACV	1,000	1,000			
33	2014 Dodge	PPT Charger	Police	2C3CDXAG7EH191025	7911-	\$29,844	ACV	1,000	1,000			
34	2014 Ford	PPT MPV	Police	1FMSK8AR6ECC37826	7911-	\$37,205	ACV	1,000	1,000			
78	2014 Ford	PPT - Explorer	Police VIPS	1FMSK8AREGA28505	7911-	\$34,710	ACV	1,000	1,000			
79	2014 Ford	PPT - Explorer	Police VIPS	1FMSK8AREGC37825	7911-	\$37,205	ACV	1,000	1,000			
13	2015 Emergency One	Fire Truck (Squad 5131)	Fire 1	4EN6AH486F2006985	7909-	\$400,000	REPL COST	2,500	2,500			
21	2015 Chevrolet	Truck - Silverado 2500	Parks	1GC2KUEG3FZ503252	014-990	\$33,730	ACV	1,000	1,000			
35	2015 Ford	PPT - Explorer	Police	1FMSK8AR6FGB99477	7911-	\$37,205	ACV	1,000	1,000			
90	2015 Chevrolet	Truck - Silverado 2500	PW - Sewer	1GCKUEG9FZ136526	014-990	\$34,265	ACV	1,000	1,000			
99	2015 Chevrolet	Truck - Silverado 2500HD	PW - Street	1GCKUEG9FZ136510	014-990	\$34,265	ACV	1,000	1,000			
22	2016 Chevrolet	Truck - Silverado 2500	Parks	1GCKUEG7GZ182698	014-990	\$35,640	ACV	1,000	1,000			
23	2016 Chevrolet	Truck - Colorado	Parks	1GCCSBEA5G1223628	014-990						\$24,600	Remove Physical Damage
36	2016 Ford	PPT - Explorer	Police	1FMSK8AR1GGB35822	7911-	\$37,205	ACV	1,000	1,000			
37	2016 Ford	PPT - Explorer	Police	1FMSK8ARXGGB35821	7911-	\$37,205	ACV	1,000	1,000			
100	2016 Global	Sweeper	PW - Street	1G9GN3HJ9S462031	314-990	\$165,000	REPL COST	2,500	2,500			
119	2016 Ford	F250 Super Duty	Unknown	1FT7WZB60GEC54639	014-990	\$47,000	ACV	1,000	1,000			
14	2017 GMC	Truck - Sierra 2500 HD w/ Plow	Fire 1	1GT22REG2H2312275	7903-	\$37,500	ACV	1,000	1,000			
38	2017 Ford	PPT - Explorer	Police	1FMSK8R7HGB15494	7911-	\$40,810	ACV	1,000	1,000			782,754 Total Value Removed
39	2017 Ford	PPT - Explorer	Police	1FMSK8ARHGB33342	7911-	\$40,810	ACV	1,000	1,000			
40	2017 Ford	PPT - Explorer	Police	1FMSK8ARHGC25082	7911-	\$46,000	ACV	1,000	1,000			
93	2017 Freightliner	Tractor - 114SD	PW - Solid Was	3ALHG3CY3HDJEC366	314-990	\$397,700	REPL COST	2,500	2,500			
94	2017 Freightliner	Truck - 108SD	PW - Solid Was	1FVAGS7Y7HJHJ8940	314-990	\$155,000	REPL COST	2,500	2,500			
101	2017 Freightliner	Truck - PWPK	PW - Street	1FVAGS7Y9HHJ9838	314-990	\$155,000	REPL COST	2,500	2,500			
102	2017 Freightliner	Truck - 108SD	PW - Street	1FVAGS7Y0HHJ9839	314-990	\$155,000	REPL COST	2,500	2,500			
103	2017 Freightliner	Truck - 108SD	PW - Street	1FVAGS7Y9HHJ9841	314-990	\$155,000	REPL COST	2,500	2,500			
113	2017 Chevrolet	Express 2500	PW - Water	1GCWGBFG0H1138220	014-990	\$32,455	ACV	1,000	1,000			
24	2018 Chevrolet	Truck - Colorado	Parks	1GCCSBEA9J1280373	014-990	\$26,035	ACV	1,000	1,000			
41	2018 Ford	PPT - Explorer	Police	1FMSK8ARJGA20605	7911-	\$40,810	ACV	1,000	1,000			
42	2018 Ford	PPT - Explorer	Police	1FMSK8AR2JGA05023	7911-	\$40,810	ACV	1,000	1,000			
43	2018 Ford	PPT - Explorer	Police	1FMSK8ARJGA26667	7911-	\$40,810	ACV	1,000	1,000			
44	2018 Dodge	PPT - Charger	Police	2C3CDXK78JH189498	7911-	\$42,290	ACV	1,000	1,000			
45	2018 Dodge	PPT - Charger	Police	2C3CDXK74JH170655	7911-	\$42,290	ACV	1,000	1,000			

The Council asked Tom Brown when the premiums were due and he advised the January 1st. He said the insurance industry understands there is always a lag in payment but he expressed concern that if the insurance wasn't acted upon until the January 27th plenary meeting, some policies may lapse.

Attorney Reed said the Town doesn't want to ever be uninsured.

Tom Brown continued, the proposed package program which I presented before you consists of property, equipment, crime, general liability, professional liabilities, automobile excess liability and cyber liability. In the sum of \$405,652. We were directed to seek cost adjustments in areas ranging from building structures, auto, physical damage, auto high value, vehicle deductibles and increasing cyber liability deductibles. When passed, these would be retroactive to inception. He said he doesn't have firm pricing but he believed it to be an \$11,000 reduction making the premiums roughly \$395,000.

He said he proposed reductions in the obvious area where there are either deductibles that are in excess of what the value was of the object or the equipment was so dated that its actual cash value would be low. He said there are subsequent steps we could take. He suggested that the Council reviews what reductions he has proposed thus far and if acceptable to approve the premiums.

There was other discussions amongst the Council and the best course with such a small window was to have Mr. Brown meet with the Clerk-Treasurer and review and if the Clerk-Treasurer finds the premiums reasonable, he be authorized to sign.

Councilor Robertson moved that if after meeting and reviewing the proposed package discussed above, if the Clerk-Treasurer determines the premiums to be reasonable, to authorize the Clerk-Treasurer to sign the policies. Council Turich seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives, the motion passed.

Comments from the Town Council:

(Good of the order)

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

Councilor Georgeff took ill and was absent from the meeting. In his absence, Council President Scheeringa acknowledged Metropolitan Police Chief Ralph Potesta who went over the crime statistics since the December 23rd Plenary Meeting and recapping 2024 statistics:

Town Council Meeting Notes for 01/13/2025

Summary of 2024 Patrol and CID year to date stats:

Patrol:

Arrests – 668 (573 in 2023) 95 more arrests in 2024 over 2023

Traffic Citation – 4,773 (4,402 in 2023) 371 more tickets written in 2024 over 2023

Traffic Written Warnings – 5,257 (5,123 in 2023) 134 more warnings written in 2024 over 2023

Calls Handled – 10,727 (9,572 in 2023) 1,155 more calls handled in 2024 over 2023

Accidents Handled – 1,082 (1,084 in 2023) 2 less accidents handled in 2024 over 2023

DUI Arrests – 147 (88 in 2023) 59 more DUI arrests in 2024 over 2023

Criminal Investigations Division:

Felony Charges Filed – 113 (107 in 2023) 6 more Felony charges filed in 2024 over 2023

Misdemeanor Charges Filed – 113 (52 in 2023) 61 more Misdemeanor charges filed in 2024 over 2023

Juvenile Charges Filed – 18 (23 in 2023) 5 less Juvenile charges filed in 2024 over 2023

Cases Assigned – 288 (254 in 2023) 34 more cases assigned to detectives in 2024 over 2023

Incidents since last report – 12/23/2024 thru 01/13/2025:

0 – Robberies 0 – Rapes

1 Burglary – January 6th 11pm – vape shop on 45th St. broken into – several hundred dollars in merchandise taken – Detectives following up

2 Auto Thefts – One case brother stole car

2nd case – Rented car not returned to Enterprise – Vehicle recovered in Chicago

1 drug overdose – Unresponsive 27 year old male administered 2 doses of NARCAN by Officer Tyler Wilson. Patient came to and was transported to hospital

One vehicle broken into in the Meadows – 23 year old male from Munster arrested.

30 year old male from Gary arrested for stealing packages off numerous porches in Highland. Great work by Cpl. John Hinkel in locating and arresting the offender.

Commander Jason Hildenbrand and Sgt. Dave Byers will be graduating from the Northwestern Staff and Command school this Friday. This course is described as an intensive leadership and management education program that helps prepare experienced law enforcement professionals for success in senior command positions. Course started in September of 2024. 10 weeks long (in class two weeks / off two weeks rotation).

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

Councilor Turich acknowledged Building Commissioner Ken Mika who gave the following report:

Town Council Meeting Report 1/13/25

- BZA will meet on Wed. the 22nd appointment of off. for 2025
Chair, Vice Chair, Sec, Attorney & Recording Sec.
- P.C. will be mtg. this Wedn. @ 6:30 P.M. Currently only business on
agenda is appt. of officers for 2025.

Projects

- Cardinal Campus/Boutique Hotel first floor work decking
for second floor.
- Interior work is continuing at the Dunkin'-Donut on Kennedy Ave,
also interior remodel work at the Ind. Bldg. location.
- Osborne Storage Facility helical piers were set ~~for~~ for building,
4+5 and reinforced footings were poured in the past
few weeks, they are attempting to finish bldgs. 1+2 soon
so as to begin leasing storage unit spaces.
- Longwood Dr. Townhome project, framing has begun on the
first of two townhome units. /Firewall
- Faith Church ~~at~~ Grace & Lincoln interior work continues
on their school edition.

Councilor Turich then acknowledged Park Superintendent Alex Brown, who said the Field House will be closed this Wednesday and Thursday for ABC Channel 7 as they are doing their great American blood drive. It is for two (2) days and they'll be broadcasting live both days from the Lincoln Center. It brings a lot of good exposure to the Town and Lincoln Center. He said they are busy closing out the books on 2024 and one of the measures of success is revenues brought in. He said they had a record year in revenues for the Department. We brought in \$1,350,000 worth of revenues. This is the best we've ever done. The highest previous was 2019, right before the pandemic. Expenses were roughly \$2,775,000 which translates that 49% of the Park Department's operating budget is covered by program generated revenues. Industry standard is closer to 30%

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

Council Robertson acknowledged Public Works Director Mark Knesek who said the recent snowfalls weren't much accumulation but was enough to keep the guys busy salting the intersections. He said they are experiencing numerous water breaks, which he labelled as stress cracks in the mains and not blowouts. He contributed it to the outside temperature dropping but the ground remaining warm. He also felt that the temperature of the water from Lake Michigan is colder than the ground which can cause stress in the pipes.

Councilor Turich asked Public Works Director Knesek how he assures all streets are plowed? In particular, if someone's street isn't plowed, mainly a cul-de-sac, how would that person get a hold of somebody to advise their street wasn't plowed?

Public Works Director Knesek said there is always a supervisor on duty. The resident can simply call the police non-emergency line and report that their street was missed. He added, if the snow is say one inch or less, our plows are elevated a little off the ground so they don't scrape the ground which gives the appearance that the street hasn't been plowed or in some cases we simply apply salt. He added, or it could be that we have new drivers and they have actually missed it. Councilor Turich said he could understand that for Sunday's dusting but not the snowfall on Friday night.

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

Councilor Black acknowledged Redevelopment Director Maria Becerra who gave the following report:

Town Council Report 1-13-2025

Maria Becerra, Redevelopment Director

The Town of Highland will be highlighted in and Article of the Northwest Indiana Business Magazine.

Safe Streets for All Plan Draft has been circulated to the Council which includes recommendations, long term and short term. A visual presentation will be made to the Redevelopment Commission on January 27th at 6 P.M. There will be conference call with the Dept Heads and the Consultant to question or add recommendations.

This lines up the Town for a Federal Implementation Grant that can be as high as 7 million. This Federal Program funding sunset in 2027. So we are hoping to be able to lock in this future funding for the Town.

Commercial Grants 2025, we already have several applicants interested in applying for this year's grant funds. Looking forward to another successful program this year.

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

Councilor Scheeringa acknowledged Fire Chief Mike Pipta. Chief Pipta who reviewed the report found under staff reports. for the month of December. Year to date, they have responded to 589 calls. He said yesterday, Highland provided a mutual aid to Lake Ridge as they had a very bad house fire in an un-hydrated area.

Councilor Scheeringa began by offering his condolences to IT Director Ed Dabrowski who recently lost his mother. Ed said he tried changing the lights downtown and had a problem with wi-fi in a zone. He said he got side tracked with the his mother's death. He said he is trying to work with the manufacturer of the lights as there has to be a different way to change the light colors when the wi-fi isn't working. He should be able to change them with his phone. He said something went out and when he was troubleshooting a plug on the side of the pole, sparks started to fly when he touched it. He felt the plug wasn't properly installed. He corrected Public Works Director Knesek's comments about calling the police department after hours. He said there is no one to answer the non-emergency phone after hours. You'll have to call 911 and state its not an emergency. They in turn will get a hold of someone.

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

Comments from Visitors or Residents: None

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

Payment of Accounts Payable Vouchers. There being no further comments from visitors or residents, Councilor Robertson moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 25, 2024 through January 14, 2025. Councilor Turich seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Accounts payable vouchers 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; **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 of Plenary Meeting. There being no further business on the agenda, the
Town Council President declared the regular plenary meeting of the Town Council of
Monday, January 13, 2025, adjourned at 7:35 o'clock p.m.

Mark Herak
Clerk-Treasurer

Approved by the Town Council at its meeting of January 27, 2025.