

**Enrolled Memorandum of the Meeting
Special Study Session/Meeting (In person)
Thirtieth Town Council of Highland
Monday, February 17, 2025**

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in a special study session on **Monday, February 17, 2025**, immediately at the adjournment of the February 17, 2025 Plenary Meeting (6:45 o'clock P.M)., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

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

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

Officials Present: IT Director Ed Dabrowski, was in person.

x. Discussion: Appointments.

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

• Statutory Boards and Commissions

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

Regional Statutory Appointments.

- 1. 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 Commissions or Boards

- 2. 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)*

3. **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*
 - 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.)*

Legislative Appointments

1. **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. **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 (3) democrats and two (2) republicans)*

Regional Statutory Appointments

4. **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 Home Rule Commissions*
5. **Main Street Bureau Board:** (17) appointments to be made by the Town Council. *(Note: Current Appointees are: Renee Reinhart, Ben Reinhart, Diane Barr-Roumbus, James Roumbus, Sandy McKnight, Al Simmons, Sandy Ray, Ben Tomera, Laura Pilewski and Desiree Biro, term ending 1st Monday January 2025). Term is for two (2) years.*
 1. **Interview with Tom Beck.** The Town Council indicated that Mr. Beck was being considered for appointment to the Highland Metropolitan Police Commission.

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Mr. Beck had a work conflict and was forced to cancel. The Council said they would reschedule his interview at the conclusion of the February 24, 2024 study session.

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HIGHLAND
CLERK TREASURER
OFFICE



**Town of Highland Board or Commission
Candidate Information and Application**

Please return completed form to Office of the Clerk-Treasurer

Name: Thomas Beck

Home address: 9134 O' Day DR.

Telephone Number (Home): (219) 213-8682 (If unlisted, please leave blank)

Alternative Number: _____

Home-mail address: T.Beck@aol.net

Work e-mail address: tbeck@RDoor.com

Vocation: Retired law enforcement / Technician

Business Name: Reliable Door & Dock

Business Address: 10216 Worch DR.

City: Woodridge State: IL Zip: 60517

If applicable, please indicate who referred you: _____

Indicate the Board or Commission in which you are interested in serving:
(You may indicate more than one)

☐ Advisory Board of Zoning Appeals
Members of a BZA may not hold other elective or appointive office in municipal, county or state government, except as permitted by I.C. 36-7-4-902. Member must be a resident

☐ Board of Sanitary Commissioners
Silent on qualifications

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- ☐ Board of Waterworks Directors
Silent on qualifications
- ☐ Park and Recreation Board
Members shall be appointed on the basis of their interest in and knowledge of parks and recreation.
- ☐ Redevelopment Commission
Member must be 18 years old & reside in unit
- ☐ Economic Development Commission
Members of an Economic is required to disclose pecuniary interests. One of three is nominated by County Council; one of three is nominated by Town Council; all are appointed by Town Council President. See I.C. 36-7-12.
- ☐ Plan Commission
Citizen members shall be appointed because of the member's knowledge and experience in community affairs, the members' awareness of the social, economic, agricultural, and industrial problems of the area and the member's interest in the development of and integration of the area. Further, citizen members may not hold other elective or appointive office in municipal, state or county government and must be a resident.
- ☐ Community Events Commission
No person shall be appointed as voting member of the Commission who has not attained the age of 18 years, who is not a resident of Highland or who holds any other town office by appointment or election.
- ☐ Highland Main Street Organization
This council, the details of which are still being formulated, will be dedicated to promoting growth, development, and stability in the Highland downtown and to utilize public/private partnerships to achieve these goals. Members will strive to effectively and efficiently develop steps to restore, revitalize and promote the downtown of Highland. The four tenants of the Main Street Program, are (1) Promotion, (2) Organization, (3) Design and (4) Economic Restructuring.
- ☒ Town Board of Metropolitan Police Commissioners
Appointees must be of good moral character and legal residents of the Town
- ☐ Lake County Convention and Visitors Bureau
No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give sole consideration to individuals who are knowledgeable about or employed as executives or managers in following businesses: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show, Riverboat, banking, real estate, and construction.
- ☐ Tree Board
A person must be a resident with an interest in or knowledge of the Urban Forestry Plan adopted for Highland.

Please provide a brief written statement regarding why you wish to serve on the commission or board you have checked above. You may attach added paper if needed. Further, you may attach a resume.

As a retired Police officer, I believe I have a strong understanding of the relationship of the officers & Community and the ability to objectively look at needs without an open mind

Do you know of any reason why you may not be able to be covered by a surety bond?

☐

Yes

☒

No

Please provide a list of previous or present involvement or service in the Town of Highland or elsewhere.

Highland EKS lodge

Please return your completed application (pages 1-3) to the Town of Highland, Office of the Clerk-Treasurer • 3333 Ridge Road • Highland, Indiana 46322. E-mail: mgriffin@highland.in.gov

Party Affiliation Certification

Indiana law in some cases requires that a candidate's partisan affiliation be considered when making appointments to certain boards and commissions. For the boards or commissions affected, the state law requires that no one partisan affiliation be permitted to hold all slots. In fact, reasonable partisan balance is the requirement. It is owing to this, that a candidate for appointment needs to complete the following certification.

I Thomas Beck do attest and certify that in the most recent Primary Election which occurred on Nov, 05, 2024, and prior to the date of the appointment for which I am being considered, I affiliated with or sought to nominate persons in the Republican party. I am registered to vote and I live in precinct 19.

Signed Thomas Beck Dated: 01/10/25
(voter's signature)

Partisan affiliation information is **not required** for the following boards or commissions:

Redevelopment Commission
Economic Development Commission
Advisory Board of Zoning Appeals
Community Events Commission
Main Street Organization
Tree Advisory Board

~~If these are the only boards or commissions for which you are applying, this certificate is unnecessary for filing. If you are applying for any board or commission not listed above, you will need to complete this certification.~~

2. *Interview with Jim Norris.* The Town Council indicated that Mr. Norris was being considered for appointment to the Highland Metropolitan Police Commission.

Mr. Norris of 3119 Lois Place, offered a brief narrative regarding his resume and work background. He said he has lived 60 of his 67 years in Highland. He said he served with Councilor Georgeff on the Water Board. He said he coached Little League, Babe Ruth and girls softball travel teams. He also helped coach high school girls softball. He said his wife is retired from the Highland School System. He said his son Brandon was a Highland Police Officer before joining the Crown Point Police Department where his son is currently the officer friendly at Taft School. He said he had been retired for five (5) years from Inland Steel where he managed over one hundred people and was kind of bumming around when he saw the opening for the Highland Police Commission. He said that was something he wouldn't mind getting involved with to help out, so, he applied. He is very big on public safety.

Mr. Norris responded to questions regarding his interest in the Highland Metropolitan Police Commission.

Councilor Black asked if you weren't selected for this position, would he want to remain in contention for any other positions?

Mr. Norris said on a personal note, with his son being a police officer and him being a big advocate of public safety, the Police Commission was his preference but would do whatever he could do to help out from the police standpoint.

Councilor Scheeringa asked Mr. Norris does he know many of the officers. Mr. Norris said yes.

Councilor Scheeringa advised Mr. Norris that the Police Commission seems to tick off some of the officers with the decisions they make and you have to realize that you will inevitably tick off friends of your son and even your friends.

Mr. Norris said he dealt with that in the mills. He would put buddies aside as he is a rules kind of guy. They had to follow the rules as do police officers which is why we have rules.

Councilor Turich asked Mr. Norris what kind of strategies would he like to see implemented if he was selected to enhance community relations in our Town? Additionally, he asked how would Mr. Norris measure the success of those initiatives?

Mr. Norris said he really didn't have any strategies but once serving and got familiar with the commission and familiar with things happening in Town, he would be able to implement some good ideas and go forward.

Councilor Turich asked Mr. Norris if he had any ideas or opportunities that he's identified?

Mr. Norris said he couldn't.

The Town Council President thanked Mr. Norris for attending.



**Town of Highland Board or Commission
Candidate Information and Application**

Please return completed form to Office of the Clerk-Treasurer

Name: JAMES Norris
Home address: 3119 Lois Place
Telephone Number (Home): 219-924-0578 (If unlisted, please leave blank)
Alternative Number: 219-802-0751
Home-mail address: Sherry.jim@Shc.Globol.NET
Work e-mail address: Retired
Vocation: Retired manager Anchor Mital
Business Name: —
Business Address: —
City: — State: — Zip: —

If applicable, please indicate who referred you: Shawn Anderson

Indicate the Board or Commission in which you are interested in serving:
(You may indicate more than one)

- ☐ Advisory Board of Zoning Appeals
Members of a BZA may not hold other elective or appointive office in municipal, county or state government, except as permitted by I.C. 36-7-4-902. Member must be a resident
- ☐ Board of Sanitary Commissioners
Silent on qualifications

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- ☐ Board of Waterworks Directors
Silent on qualifications
- ☐ Park and Recreation Board
Members shall be appointed on the basis of their interest in and knowledge of parks and recreation.
- ☐ Redevelopment Commission
Member must be 18 years old & reside in unit
- ☐ Economic Development Commission
Members of an Economic is required to disclose pecuniary interests. One of three is nominated by County Council; one of three is nominated by Town Council; all are appointed by Town Council President. See I.C. 36-7-12.
- ☐ Plan Commission
Citizen members shall be appointed because of the member's knowledge and experience in community affairs, the members' awareness of the social, economic, agricultural, and industrial problems of the area and the member's interest in the development of and integration of the area. Further, citizen members may not hold other elective or appointive office in municipal, state or county government and must be a resident.
- ☐ Community Events Commission
No person shall be appointed as voting member of the Commission who has not attained the age of 18 years, who is not a resident of Highland or who holds any other town office by appointment or election.
- ☐ Highland Main Street Organization
This council, the details of which are still being formulated, will be dedicated to promoting growth, development, and stability in the Highland downtown and to utilize public/private partnerships to achieve these goals. Members will strive to effectively and efficiently develop steps to restore, revitalize and promote the downtown of Highland. The four tenants of the Main Street Program, are (1) Promotion, (2) Organization, (3) Design and (4) Economic Restructuring.
- ☒ Town Board of Metropolitan Police Commissioners
Appointees must be of good moral character and legal residents of the Town
- ☐ Lake County Convention and Visitors Bureau
No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give sole consideration to individuals who are knowledgeable about or employed as executives or managers in following businesses: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show, Riverboat, banking, real estate, and construction.
- ☐ Tree Board
A person must be a resident with an interest in or knowledge of the Urban Forestry Plan adopted for Highland.

Please provide a brief written statement regarding why you wish to serve on the commission or board you have checked above. You may attach added paper if needed. Further, you may attach a resume.

To SERVE my Community and help with Public Safety in the Community

Do you know of any reason why you may not be able to be covered by a surety bond?

☐

Yes

☒

No

Please provide a list of previous or present involvement or service in the Town of Highland or elsewhere.

Water Board

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The Town Board of Metropolitan Police Commissioners is charged with the management and administration of the Department of Police. It is the appointing authority for the department, appointing its civilian and sworn members, "subject to the qualifications for employment determined by the board and approved by the legislative body". It also names the Chief, "subject to the qualifications for employment determined by the board and approved by the legislative body" as well. Once hired, decisions to promote and demote are the province of the Town Board of Metropolitan Police Commissioners, as by law, it is the safety board for the purposes of discipline. Further, the Town Board of Metropolitan Police Commissioners is charged with forming and promulgating general rules and regulations for the government and discipline of the police department and may make special and general orders to the department through the police chief, who is defined at law as the executive head of the department (IC 36-8-9-4(d)). Appropriation and budgetary authority as well as matters dealing with compensation remains with the Town Council as the unit's fiscal body.

☐ **Lake County Convention and Visitors Bureau Board of Directors**

No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give sole consideration to individuals who are knowledgeable about or employed as executives or managers in following businesses: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show, Riverboat, banking, real estate, and construction.

The Lake County Convention and Visitor Bureau is comprised of fifteen (15) members, eight of whom are appointed by the Town Council President or Mayor of the eight largest municipalities in the county; two of whom are appointed by the legislative bodies of the two largest municipalities in the county; two of whom are appointed by the Lake County Council; two of whom are appointed by the Lake County Commissioners and one of whom is appointed by the Indiana Lieutenant Governor.

The Lake County Convention and Visitor Bureau is created to promote the development and growth of the convention, tourism, and visitor industry in the county.

☐ **Highland Tree Board**

A person must be a resident with an interest in or knowledge of the Urban Forestry Plan adopted for Highland. Five persons appointed by the Town Council President but nominated by the Town Council for a term of three years. The Board shall (1) serve as the steward of Highland's Urban Forestry Management Plan; and, (2) serve as an advocacy and advisory group to become a catalyst for active urban forest resource management within the community.

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☐ **Redevelopment Commission**

Member must be 18 years old & reside in unit

The Redevelopment Commission is comprised of five persons, three of whom are appointed by the Town Council President and two of whom are appointed by the Town Council. The Redevelopment Commission promotes economic development but also the renovation of older development. Under Indiana law, the Redevelopment Commission has the duty to (1) investigate, study, and survey areas needing redevelopment within the corporate boundaries of the Town; (2) investigate, study, determine, and, to the extent possible, combat the causes of areas needing redevelopment; (3) promote the use of land in the manner that best serves the interests of the town and its residents; and (4) select and acquire the areas needing redevelopment to be redeveloped under IC 36-7-14 et seq.

☐ **Economic Development Commission**

The Highland Economic Development Commission consists of three members, two of whom nominated by either the County Council or the Town Council and all are appointed by the Town Council President. Unless filing an unexpired term, terms are four-years.

The economic development commission shall investigate, study, and survey the need for additional job opportunities, industrial diversification, water services, and pollution control facilities in the town, and shall recommend action to improve or promote job opportunities, industrial diversification, water services, and availability of pollution control facilities in the town.

As part of the foregoing, an economic development commission makes determinations related to economic development target areas, and issue special types of bonds for economic development.

☐ **Community Events Commission**

No person shall be appointed as voting member of the Commission who has not attained the age of 18 years, who is not a resident of Highland or who holds any other town office by appointment or election.

The Community Events Commission is established to advise and assist with the planning and execution of special events within the Town of Highland. The purposes of the Commission are: (1) To coordinate the annual celebration of the 4th of July festivities (Independence Day) including, but not limited to: a festival, parade and fireworks; (2) To coordinate a Christmas Parade; (3) To coordinate Memorial Day and Veteran's Day ceremonies; (4) To initiate plans for the Town of Highland's Centennial Event in 2010; and (5) To assist with other special events the Commission determines will promote good will in the Town of Highland, including, but not limited to an annual 18th Century Historical Reenactment, Seasonal Festivals, Beer Gardens, Block Parties, Parades, Arts & Craft Shows and Itinerant Restaurants;

☐ **Highland Main Street Bureau Board of Directors**

Membership criteria and structure have yet to be fixed by ordinance.

This organization, the details of which are still being formulated, will be dedicated to promoting growth, development, and stability in the Highland downtown and to utilize public/private partnerships to achieve these goals. Members will strive to effectively and efficiently develop steps to restore, revitalize and promote the downtown of Highland. The four tenants of the Main Street Program, are (1) Promotion, (2) Organization, (3) Design and (4) Economic Restructuring.

☒ **Town Board of Metropolitan Police Commissioners**

The Town Board of Metropolitan Police Commissioners is comprised of a panel of five persons, appointed by the Town Council. They serve for a term of three years and at the pleasure of the appointing authority. No more than three members may be of the same political party.

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their interest in and knowledge of parks and recreation. No more than two (2) of whom may be of the same political party. The fifth member is appointed by the School Board from its membership for a term no longer than the term enjoyed as a school board trustee. The sixth member is appointed by the Board of Directors of the Lake County Library. The department's administrator is a Superintendent of Parks and Recreation who is appointed based upon training or education in the field of parks and recreation. Park and Recreation Board manages the several parks and facilities, hires staff to maintain the parks and to provide recreation programming.

☐ **Plan Commission**

The Highland Municipal Plan Commission consists of seven members, three of whom are appointed by the Town Council and must be elected or appointed municipal officials or employees in the municipal government, as members. Four members (also called citizen members) are appointed to four-year terms by the Town Council President. No more than two of these members may be of the same political party.

The Plan Commission assists in the administration of the Planning and Zoning Law of the Town and is the body that administers the Unsafe Building Ordinance. The Plan Commission performs its planning and zoning law responsibilities by making recommendations to the legislative body concerning:

- (1) The adoption of the comprehensive plan and amendments to the comprehensive plan;
- (2) The adoption or text amendment of:
 - (a) An initial zoning ordinance;
 - (b) A replacement zoning ordinance; and
 - (c) A subdivision control ordinance.
- (3) The adoption or amendment of a PUD district ordinance as defined in I.C. 36-7-4-1503; and
- (4) Zone map changes.

☐ **Advisory Board of Zoning Appeals**

Members of a BZA may not hold other elective or appointive office in municipal, county or state government, except as permitted by I.C. 36-7-4-902. Member must be a resident.

The Advisory Board of Zoning Appeals is comprised of five members, (3) of whom are appointed by the Town Council President, (1) of whom is appointed by the Town Council and (1) of whom is appointed by the Plan Commission. The board of zoning appeals hears and determines appeals from and review:

- (1) any order, requirement, decision, or determination made by an administrative official, hearing officer, or staff member under the zoning ordinance;
- (2) any order, requirement, decision, or determination made by an administrative board or other body except a plan commission in relation to the enforcement of the zoning ordinance; or
- (3) any order, requirement, decision, or determination made by an administrative board or other body (except the plan commission) in relation to the enforcement of an ordinance requiring the procurement of an improvement location or occupancy permit.

In addition, the Advisory Board of Zoning Appeals shall approve or deny all:

- (1) special exceptions;
 - (2) special uses;
 - (3) contingent uses; and
 - (4) conditional uses;
- from the terms of the zoning ordinance, but only in the classes of cases or in the particular situations specified in the zoning ordinance. The board may impose reasonable conditions as a part of its approval.

If appointed, candidates are expected to dress and act accordingly in all public meeting venues. As an appointed member to a board or commission, you represent the Town of Highland in all your actions and dealings with the public to which you serve. You are encouraged to remember this.

All questions concerning your duties, expectations, regulations, laws, and the like should be directed to one of the following people: The department head that serves as staff to the Commission or Board on which you serve; or the Town Council President; or the Clerk-Treasurer; or the attorney for your board or commission.

Brief Description of Boards and Commissions

☐ **Board of Sanitary Commissioners**

The board of sanitary commissioners as currently constituted is a five (5) member panel, all of whom are appointed by the municipal executive (The Town Council President by law) for a term of four years, no more than three (3) of whom may be of the same political party. The department's administrator is a Superintendent of Sanitary District, appointed on the basis of his training or fitness to administer the utility to which he is assigned, who is the Public Works Director by virtue of his office.

In addition to managing the sewage works, the board of sanitary commissioners has jurisdiction over a special taxing district referred to as the sanitary district of Highland, which is coterminous with the corporate boundaries of the Municipality. In addition, it is empowered to issue bonds and incur bonded indebtedness not to exceed twelve percent (12%) of the net assessed valuation of the jurisdiction. The Board recommends rates and charges sufficient for the operation and maintenance of the wastewater and storm water utility. The Board manages the storm and sanitary sewer plant of the town.

☐ **Board of Waterworks Directors**

The water works board of directors as currently constituted is a five (5) member panel, all of whom are appointed by the municipal executive (Town Council President) for a term of one year. No more than two (2) of whom may be of the same political party. The department's administrator is a Superintendent of Waterworks, appointed on the basis of his training or fitness to administer the utility to which he is assigned, who is the Public Works Director by virtue of his office.

In addition to managing the plant of the waterworks utility, the waterworks board of directors has jurisdiction over a special taxing district referred to as the water works district, which is coterminous with the corporate boundaries of the Municipality. In addition, it is empowered to issue special taxing district (g.o.) bonds and incur bonded indebtedness not to exceed eight percent (8%) of the net assessed valuation of the jurisdiction. The Board recommends rates and charges sufficient for the operation and maintenance of the waterworks. In addition, the board is responsible for the delivery of safe drinking water for Highland residents.

☐ **Park and Recreation Board**

The park and recreation board, as currently constituted, is a six (6) member panel, four of whom are appointed by the legislative body (Town Council) for a term of four (4) years, on the basis of

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**Board and Commissions
Appointment Policy Requirements**

**Town of Highland
December 2019**

The Town Council of the Town of Highland believes that it is good public policy to communicate its expectations of candidates for position openings on all Boards and Commissions of the Town. These policy requirements will apply to all appointed positions, whether the appointment vests with the Town Council, the Town Council President or a multiple jurisdiction. Further, positions for service as an appointed officer on a board or commission should be seen as opportunities for service.

A candidate for appointment must file a complete application with the Town Clerk-Treasurer prior to the announced deadline.

Candidates must be available for interviews.

Qualifications for appointment are fixed by law and vary in some cases depending on the board or commission. In most cases, candidates must reside within the municipal boundaries of the Town of Highland. When statutory provisions are silent regarding residency, it is still preferred unless the appointment is shared with other jurisdictions or is regional in nature. The candidate in the form of driver's license, voter registration record, or other acceptable documentation must validate residency.

Candidate voting records may be reviewed at the Lake County Voter Registration Board. In some cases, party affiliation must be considered for appointment, due to Indiana law. A letter from the chairman of the county party of your expressed affiliation may be necessary if voter records cannot determine party affiliation. Again, this would only be necessary if party affiliation is a statutory requirement for the board/commission position you may be seeking.

If appointed, candidates are expected to attend all regular and special meetings of the commission or board to which they are appointed. *Attendance records will be kept and reviewed from time to time. Continued and regular service to the commission or board will be highly considered for term re-appointment purposes.*

In many cases, board and commission members receive a modest salary, paid monthly or quarterly. *You must be willing to be paid by direct deposit.*

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Party Affiliation Certification

Indiana law in some cases requires that a candidate's partisan affiliation be considered when making appointments to certain boards and commissions. For the boards or commissions affected, the state law requires that no one partisan affiliation be permitted to hold all slots. In fact, reasonable partisan balance is the requirement. It is owing to this, that a candidate for appointment needs to complete the following certification.

I James Norrick do attest and certify that in the most recent Primary Election which occurred on Nov 5, 2024, and prior to the date of the appointment for which I am being considered, I affiliated with or sought to nominate persons in the Republican party. I am registered to vote and I live in precinct #15.

Signed: James Norrick Dated: 1/16/2025
(vote's signature)

Partisan affiliation information is **not required** for the following boards or commissions:

Redevelopment Commission
Economic Development Commission
Advisory Board of Zoning Appeals
Community Events Commission
Main Street Organization
Tree Advisory Board

If these are the only boards or commissions for which you are applying, this certificate is unnecessary for filing. If you are applying for any board or commission not listed above, you will need to complete this certification.

3. *Interview with Shar Miller.* The Town Council indicated that Ms. Miller was being considered for appointment to the Highland Metropolitan Police Commission.

Ms. Miller of 9013 Cottage Grove Avenue, offered a brief narrative regarding her resume and work background. She said she has lived in Highland roughly 35 years. She along with her husband Gary, owned Prompt Ambulance Service from 1998 until 2017. She said she is retired, not doing much but her husband Gary is still working with EMS on the state level. She said she knows a little bit about police departments as her brother was the police chief in Michigan. She said that after they sold the ambulance business she did other work outside of Prompt but mainly concentrated in divesting all of the property. She estimated it took her 2 to 3 years. She was very instrumental in that.

Ms. Miller responded to questions regarding his interest in the Metropolitan Police Commission.

Councilor Turich asked Ms. Miller what kind of strategies she would like to see implemented particularly if selected to enhance community relations in our Town? Additionally, how would she measure the success of those initiatives?

Ms. Miller said she wasn't sure how she would implement policies to do that but certainly she would be looking for public feedback to establish and implement policies.

Councilor Turich then asked Ms. Miller if she had any ideas or opportunities that she has identified or her vision of the current Police Commission?

Ms. Miller said she didn't know too much about the actual workings of the police department so it is hard to have a vision or ideas of what you want to change if you're not fully aware of their activities but should she be selected and become more involved, she would have better ideas.

Councilor Turich then asked from a resident's perspective, is there any opportunities that she recognized within the community that she would like to see improved?

Ms. Miller responded that she thought the public has a pretty good opinion of our police department. She said she watched on Facebook pages where people would bring donuts and things like that. She said that is a nice thing and it shows support for the police department from the public.

Councilor Scheeringa asked if she knew any of the current officers?

Ms. Miller she didn't. She knew some from the days when she was involved with Prompt but not now. She said she knew John Siple and Mike O'Donnell but they're both retired.

Councilor Turich asked Ms. Miller what interested you in this role? What drove you to pursue it?

Ms. Miller said because she isn't doing anything right now and she thought it'd be kind of fun to have something to be involved in. Being a Highland resident for half of her life, she wanted to be a part of something that does something for the community. She had the same feeling when she worked at Prompt. Whereas, she didn't actually go on calls, she had the opportunity to do something for the community.

Councilor Black asked Ms. Miller what was the biggest asset she could bring to the commission and if you are not selected, would you still be interested in serving on any other boards or commissions?

Ms. Miller said if she was not selected, she would definitely be interested in serving on another board or commission. She added, with the police department and having owned a business and been involved in EMS, she thought that would be a good fit as she had a pretty good idea from the employees point and then the management point and trying to bring the two together. She said she did some fund-raising for the Legacy Foundation and a little bit of fundraising for the Humane Society. She said she read a little bit of a controversy about a building or something and they talked about having it for the new animal control shelter.

Councilor Georgeff said it doesn't look like that building is going to work out for us there. He said they have entered into discussion in Munster regarding a joint venture. He added that one of the objectives of the Police Commission and Department is to come up with policies to keep our officers living in Town. He mentioned the offering of the monthly stipend.

Ms. Miller said she agrees with that because if you don't live in Town, say you live in St. John, where is your sense of community. She really didn't have anything else to add as she didn't sit through a Police Commission Meeting.

The Town Council President thanked Ms. Miller for attending.



**Town of Highland Board or Commission
Candidate Information and Application**

Please return completed form to Office of the Clerk-Treasurer

Name: Shar Miller
Home address: 9013 Cottage Grove Ave
Telephone Number (Home): _____ (If unlisted, please leave blank)
Alternative Number: 219-712-5421
Home-mail address: Shar.GSMillerGroup.com
Work e-mail address: _____
Vocation: Retired Business Owner
Business Name: Prompt Ambulance
Business Address: _____
City: _____ State: _____ Zip: _____

If applicable, please indicate who referred you: Georgette

Indicate the Board or Commission in which you are interested in serving:
(You may indicate more than one)

- ☐ Advisory Board of Zoning Appeals
Members of a BZA may not hold other elective or appointive office in municipal, county or state government, except as permitted by I.C. 36-7-4-902. Member must be a resident
- ☐ Board of Sanitary Commissioners
Silent on qualifications

Memorandum of Meeting
Monday, February 17, 2025

- ☐ Board of Waterworks Directors
Silent on qualifications
- ☐ Park and Recreation Board
Members shall be appointed on the basis of their interest in and knowledge of parks and recreation.
- ☐ Redevelopment Commission
Member must be 18 years old & reside in unit
- ☐ Economic Development Commission
Members of an Economic Is required to disclose pecuniary interests. One of three is nominated by County Council; one of three is nominated by Town Council; all are appointed by Town Council President. See I.C. 36-7-12.
- ☐ Plan Commission
Citizen members shall be appointed because of the member's knowledge and experience in community affairs, the members' awareness of the social, economic, agricultural, and industrial problems of the area and the member's interest in the development of and integration of the area. Further, citizen members may not hold other elective or appointive office in municipal, state or county government and must be a resident.
- ☐ Community Events Commission
No person shall be appointed as voting member of the Commission who has not attained the age of 18 years, who is not a resident of Highland or who holds any other town office by appointment or election.
- ☐ Highland Main Street Organization
This council, the details of which are still being formulated, will be dedicated to promoting growth, development, and stability in the Highland downtown and to utilize public/private partnerships to achieve these goals. Members will strive to effectively and efficiently develop steps to restore, revitalize and promote the downtown of Highland. The four tenants of the Main Street Program, are (1) Promotion, (2) Organization, (3) Design and (4) Economic Restructuring.
- ☒ Town Board of Metropolitan Police Commissioners
Appointees must be of good moral character and legal residents of the Town
- ☐ Lake County Convention and Visitors Bureau
No appointee may hold an elective or appointed political office while serving on the bureau. Appointing Authority shall give sole consideration to individuals who are knowledgeable about or employed as executives or managers in following businesses: Hotel, Motel, Restaurant, Travel, Transportation, Convention, Trade Show, Riverboat, banking, real estate, and construction.
- ☐ Tree Board
A person must be a resident with an interest in or knowledge of the Urban Forestry Plan adopted for Highland.

Please provide a brief written statement regarding why you wish to serve on the commission or board you have checked above. You may attach added paper if needed. Further, you may attach a resume.

20+ years experience in EMS Management.
Brother was Police Chief in Farmington, MI
for 20 years. Friends who are in law enforcement.

Do you know of any reason why you may not be able to be covered by a surety bond?

☐

Yes

☒

No

Please provide a list of previous or present involvement or service in the Town of Highland or elsewhere.

many non profit groups - Legacy Foundation,
Meals on Wheels, Franciscan Foundation,

Please return your completed application (pages 1-3) to the Town of Highland, Office of the Clerk-Treasurer • 3333 Ridge Road • Highland, Indiana 46322. E-mail: mgriffin@highland.in.gov

Party Affiliation Certification

Indiana law in some cases requires that a candidate's partisan affiliation be considered when making appointments to certain boards and commissions. For the boards or commissions affected, the state law requires that no one partisan affiliation be permitted to hold all slots. In fact, reasonable partisan balance is the requirement. It is owing to this, that a candidate for appointment needs to complete the following certification.

I Shar Miller do attest and certify that in the most recent Primary Election which occurred on May 7, 2024, and prior to the date of the appointment for which I am being considered, I affiliated with or sought to nominate persons in the Republican party. I am registered to vote and I live in precinct _____.

Signed: Shar Miller Dated: 1-13-25
(voter's signature)

Partisan affiliation information is **not required** for the following boards or commissions:

Redevelopment Commission
Economic Development Commission
Advisory Board of Zoning Appeals
Community Events Commission
Main Street Organization
Tree Advisory Board

If these are the only boards or commissions for which you are applying, this certificate is unnecessary for filing. If you are applying for any board or commission not listed above, you will need to complete this certification.

4. *Consideration of the Candidates.* The Town Council held off discussions of the candidates just interviewed until they had an opportunity to interview Mr. Beck.

There being no further business necessary or desired to be discussed by the Town Council, the special study session of the Town Council of **Monday, February 17, 2024**, was adjourned by the Town Council President at 7:30 o'clock p.m.