

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

This meeting will be convened as an in person meeting.

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

Time: February 24, 2025 Immediately following the adjournment of the February 24, 2025 plenary meeting

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

x. Discussion: Appointments.

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

• Statutory Boards and Commissions

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

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)

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

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 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.)*

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)
2. **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)*

Regional Statutory Appointments

3. **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

4. **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.*

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x. Discussion: Interview:

7:15 pm – Tom Beck - confirmed

- x. Discussion: Proposed Ordinance No. 1804-A:** An Ordinance to Amend the Chapter 9.05 of the Highland Municipal Code, entitled *Fire Department*, making modifications and technical correction to Chapter 9.05; Section 9.05.07(4) regarding the residency requirements of the Fire Chief to read as follows:

(4) Licenses, Certificates, Age, Residency.

The fire chief should possess a minimum of National Fire Prevention Association (NFPA) Fire Officer 1 certificate, Instructor 1 certificate, Fire Officer Strategy/Tactics certificate, Fire Inspector 1 Certificate, (preferred) Associate Degree in Fire science, (preferred) Current EMT certification, NIMS 100, 200, 300, 400 & 700, a valid hazardous material technician certificate, a valid Indiana driver's license and should be at least 21 years of age. In addition, the Fire Chief shall live in the Town of Highland or an adjacent community, namely, the Towns of Griffith, Munster, Schererville, or the City of Hammond.

- x. Discussion:** Authorizing the proper officer to publish legal notice of a public hearing: Public Hearing to consider additional appropriations in the amount of \$130,000 in the Redevelopment Capital Fund and \$135,000 in the Redevelopment General Fund.

Appropriation Enactment No. 2025-03

- x. Discussion:** Highland SS4A Safety Action Plan Final Draft. (full draft on file in the Clerk-Treasurer's Office)

- x. Discussion:** Proposed Salary Amendment to Ordinance No. 1808-C, compensation for the Highland Council of Community Events Commission:

Proposed Ordinance No. 1808-C: An Ordinance To Amend Ordinance No. 1808 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 the creation and hereby fixing a compensation of the Highland Council of Community Events Commission as follows:

- **Plenary Business Meeting of Monday March 10, 2025**

- Minutes of the Meeting of Monday, February 24, 2025.
- Appointments
- Payroll Docket

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