

**Enrolled Minutes of the Twenty-Ninth Regular Meeting or Special Meeting
For the Thirtieth Highland Town Council Regular Plenary
Business Meeting (In person) Monday, February 24, 2025**

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in a plenary session on Monday, February 24, 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 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 Vice-President Doug Turich 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 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 February 17, 2025 Plenary meeting were approved by general consent.

Special Orders: None

Comments from the Public or Visitors: None

Staff Reports: none were filed. None

Communications:

Restaurant Crawl February 25th

All on-street parking is banned when there is more the 2 inches of snow

Appointments:

• **Statutory Boards and Commissions**

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

Regional Statutory Commissions or Boards

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 Boards and Commissions

3. **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)*
4. **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.)*

Councilor Robertson moved to nominate for the Town Council President's consideration Blane Roberts for re-appointment to the Tree Board and the appointment of Scott Polster to the Tree Board, seconded by Councilor Scheeringa. Upon a roll call vote, there four (4) affirmatives and no negatives. The motion passed. Blane Roberts and Scott Polster were nominated for consideration by the Town Council President for appointment to the Tree Board.

Town Council President's Executive Action. The Town Council Vice-President, serving as municipal executive, acknowledged the Town Council nomination of Blane Roberts and Scott Polster and announced the re-appointment of **Blane Roberts**, 8842 Branton Avenue, Highland and the appointment of **Scott Polster**,

3536 LaPorte Street, to the Tree Board. Terms are 3 years and until a successor is appointed and qualified, subject to the limitation in IC 36-1-15-10(d)(1). The Clerk-Treasurer noted he would prepare the proper communications of appointment.

- **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.*)

The Town Council Vice-President, serving as municipal executive further announced the continuing appointment of *James W. Colias, 2215 Ridgewood, Highland as Chairperson of the Tree Board.* It was noted that the term is co-extensive with the member's term and at the pleasure of the Town Council President. The Town Council Vice-President wished to affirm the continuing appointment.

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.*)
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 Commissions or Boards

Home Rule Commissions

3. **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.**

Councilor Robertson moved the appointment of the following persons to new two- year terms on the Main Street Board of Directors, seconded by Councilor Scheeringa. Upon a roll call vote, there were four (4) affirmatives. The motion passed. The following persons were appointed to the Main Street Board of Directors:

- (1) *Alex Robertson, 2712 Condit Avenue, Highland;* (2) *James Roumbus, 2819*

- (2) Jewett Avenue, Highland; (3) *Diane Barr-Roumbus*, 2819 Jewett Street, Highland; Jewett Avenue, Highland; (4) *Ben Tomera*, 2913 Parkway Drive, Highland; (5) *Sandy Ray*, 2837 Highway Avenue, Highland; (6) *Allan Simmons*, 3840 Jewett Street, Highland; (7) *Desiree Biro*, 2925 Highway Avenue, Highland;

General Orders and Unfinished Business:

1. **Proposed Ordinance No. 1780-A:** 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, in particular to Section 4.03.13 Residency Stipend, Pursuant to IC 36-1-3 and other Relevant Statutes. Introduced by Councilor Turich at the February 17, 2025 Plenary Meeting. Vote to pass requires a simple majority

Councilor Scheeringa moved for the passage and adoption of Ordinance No. 1780-A. Councilor Black seconded. Upon a roll call vote, there were three (3) affirmatives, one Negative, with Councilors Black, Turich and Scheeringa voting in the affirmative and Councilor Robertson voting in the negative. The motion passed. Ordinance 1780-A was passed and adopted upon the signature of the municipal executive.

**ORDINANCE No. 1780-A
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 EMPLOYEE HANDBOOK, PURSUANT TO IC 36-1-3 AND OTHER RELEVANT STATUTES, AND AMENDING SOME PORTIONS OF WAGE AND SALARY ORDINANCE.

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 Town Council, is persuaded that it is necessary and desirable to adopt the several technical and substantive modifications necessary to carry out this requirement and to further improve and perfect the Code,

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

Section 1. That the Highland Municipal Employee Handbook of the Compensation and Benefit Ordinance, that Section 4.03.13 is hereby amended , and shall read as follows:

4.03.13 Residency Stipend pay for Officers residing in the Town of Highland. Retroactive to January 1, 2024, a Highland Police Officer who is a resident of the Town of Highland will receive \$200.00 a month for each complete month that they are a resident of the Town of Highland up to a maximum of \$2400.00 in a calendar year. In order to qualify for this stipend, the Officer needs to provide a copy of his/her Homestead Exemption or a copy of their current lease accompanied by a sworn statement of residency. Officers will be paid in one (1) lump sum, up to \$2400.00, in January of the following year for the time they resided in Highland, regardless of whether they still reside in Highland or are employed by the Highland Metropolitan Police Department.

Section 2. The provisions of this Ordinance shall be retroactively effective from and after January 1, 2024.

Section 3. 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 17th day of February 2025. Consideration on same day or at same meeting of introduction was not sought pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 24th Day of February 2025, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 3 in favor and 1 opposed.

**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; IC 36-5-2-10.2)

2. **Proposed Ordinance No. 1808-B:** 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 creating a Residency Stipend Provision in the Metropolitan Police Department. Introduced by Councilor Turich at the February 17, 2025 Plenary Meeting. Vote to pass requires a simple majority.

Councilor Scheeringa moved for the passage and adoption of Ordinance No. 1808-B. Councilor Black seconded. Upon a roll call vote, there were three (3) affirmatives, one Negative, with Councilors Black, Turich and Scheeringa voting in the affirmative and Councilor Robertson voting in the negative. The motion passed. Ordinance 1808-B was passed and adopted upon the signature of the municipal executive.

**ORDINANCE No. 1808-B
of the
TOWN of HIGHLAND, INDIANA**

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 CREATING A RESIDENCY STIPEND PROVISION IN THE METROPOLITAN POLICE DEPARTMENT.

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;

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

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;

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;

WHEREAS, The Town Council of the Town of Highland, as the Town Legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2024 and thereafter as amended;

WHEREAS, The Town Council of the Town of Highland, as the Town Legislative body, has been advised that to encourage residency in Highland, it is desirable to offer a Residency Stipend to the sworn personnel of the Highland Metropolitan Police Department in the amount of \$200 per month, not to exceed the per year sum of \$2,400, for every month they reside in Town, to be paid in one (1) lump sum; and

WHEREAS, The Town Council of the Town of Highland, as the Town Legislative body, has been further advised that it is not necessary to modify the fix rate or annual sum of the Stand-By Duty Pay Provisions for all other workers, based upon the needs of the Metropolitan Police Department; 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 established, modified and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That in Section 10 of Ordinance No. 1808 be amended by adding a successor subdivision, to be styled as Section 10 subdivision (J) which shall read as follows:

Section 10. *Metropolitan Police Department.* 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 **Metropolitan Police Department** as follows:

(J) Residency Stipend Provision:

Residency Stipend Provision. Retroactive to January 1, 2024, a Highland Police Officer who is a resident of the Town of Highland will receive \$200.00 a month for each complete month that they are a resident of the Town of Highland up to a maximum of \$2400.00 in a calendar year. In order to qualify for this stipend, the Officer needs to provide a copy of his/her Homestead Exemption or a copy of their current lease accompanied by a sworn statement of residency. Officers will be paid in one (1) lump sum, up to \$2400.00, in January of the following year for the time they resided in Highland, regardless of whether they still reside in Highland or are employed by the Highland Metropolitan Police Department.

Section 2. That if any part of this ordinance shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this ordinance;

Section 3. Any and all such 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. This ordinance shall become and be in full force and effect *retroactively from January 13, 2024*, and after its passage and adoption upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a).

Section 6. 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).

Introduced and Filed on the 17th day of February 2025. Consideration on same day or at same meeting of introduction was not sought pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 24th Day of February, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 3 in favor and 1 opposed.

**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; IC 36-5-2-10.2)

New Business:

1. **Works Board Order 2025-03 :** Approving and Authorizing the Metropolitan Police Chief to Purchase from Motorola Solutions of 500 West Monroe, Chicago, IL four (4) in-car cameras and accessories pursuant to IC 5-22-10 and Chapter 3.05.060 (G)(2) of the Municipal Code.

Councilor Black moved to approve Works Board Order No.2025-03. Councilor Robertson seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives. The motion passed and Works Board Order No. 2025-03 was adopted pending the signature of the municipal executive.

Town of Highland
Board of Works
Order of the Works Board 2025-03

An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Motorola Solutions Inc, 500 West Monroe Chicago, IL in-car cameras with accessories, and finding it a Special Purchase pursuant to I.C. 5-22 and Section 3.05.060(G)(2) and Section 3.05.065(I) of the Highland Municipal Code.

Whereas, The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

Whereas, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$50,000.00. An opportunity has arisen which enables the department to purchase additional in-car cameras with accessories.

Whereas, The Metropolitan Police Chief has identified Motorola Solutions Inc. of Chicago, IL to be a desirable source vendor for the purchase of four (4) in-car cameras with accessories at a price of \$26,572.00

Whereas, The price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040 (e) as well as Section 3.05.050(b)(2) of the Highland Municipal Code requires the express approval of the purchasing agency; and

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030(a)(2) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department; and

Whereas, The Metropolitan Police Chief, pursuant to Section 3.05.050(D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department; and

Whereas, the Purchasing Agent, believes that this purchase qualifies as a special purchase to be made without soliciting bids or proposals because in this instance (1) the compatibility of equipment, accessories or replacement parts is a substantial consideration in this purchase and (2) only one source meets the department's reasonable requirements, which is the source recommended for this purchase;

Whereas, The Purchasing Agent, for the rational stated herein, elects to purchase without resort to soliciting quotes or bids pursuant to Section 3.05.065 (I) of the Highland Municipal Code;

Whereas, The purchase of the four (4) in-car cameras and accessories will be supported by appropriations in the LOIT Fund ;

Whereas, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein.

Now, Therefore Be It Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

Section 1: That the Works Board hereby authorizes and approves the purchase from Motorola Solutions Inc. 500 West Monroe, Chicago, IL, for the purchase of four (4) in car cameras plus accessories as set forth in the invoices, which is attached as an exhibit to and made a part of this order in the amount of \$26,572.00;

Section 2. That the Works Board hereby finds and determines the following:

- (A) That Motorola Solutions Inc., 500 West Monroe Chicago IL a sole source to meet the police departments reasonable requirements for this purchase; and,
- (B) That for this purchase, the compatibility of equipment, accessories or replacement parts is a substantial consideration; and,
- (C) That the foregoing rational, this purchase qualifies as a special purchase pursuant to IC5-22-10 et seq. and HMC Section 3.05.065 (I)

Section 3: That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-1-4-14.

Be It So Ordered.

DULY, PASSED, ADOPTED AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 24th day of February, 2025 having passed by a vote of 4 in favor and 0 opposed.

TOWN COUNCIL OF THE
TOWN OF HIGHLAND, INDIANA

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

Attest:

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

2. Works Board Order No. 2025-04: An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Source, Inc. 17850 W. 99th Street, Lenexa, KS 66219 in-car computers with accessories, and finding it finding it to be both a

Special Purchase and a Small Purchases pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.

Councilor Scheeringa moved to approve Works Board Order No.2025-04.
Councilor Black seconded. Upon a roll call vote, there were four (4) affirmatives and no negatives. The motion passed and Works Board Order No. 2025-04 was adopted pending the signature of the municipal executive.

Town of Highland
Board of Works
Order of the Works Board 2025-04

An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Source Inc., 17850 W. 99th Street, Lenexa, KS five (5) in-car computers with accessories, and finding it finding it to be both a Special Purchase and a Small pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.

Whereas, The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department;

Whereas, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$50,000.00. An opportunity has arisen which enables the department to purchase additional in-car cameras with accessories;

Whereas, The Metropolitan Police Chief has identified Source Inc of Lenexa, KS to be a desirable source vendor for the purchase of the in-car computers with accessories at a price of \$18,073.61;

Whereas, The price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040(e) as well as Section 3.05.050(B)(2) of the Highland Municipal Code requires the express approval of the purchasing agency;

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030(A)(2) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department;

Whereas, The Metropolitan Police Chief, pursuant to Section 3.05.050(D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department;

Whereas, the Purchasing Agent, believes that this purchase qualifies as a special purchase to be made without soliciting bids or proposals because in this instance (1) the compatibility of equipment, accessories or replacement parts is a substantial consideration in this

purchase and (2) only one source meets the department's reasonable requirements, which is the source recommended for this purchase;

Whereas, The Purchasing Agent, further believes that this purchase qualifies as a small purchase to be made without soliciting bids or proposals as the purchase price is below \$50,000, all pursuant to HMC Section 3.05.060(G);

Whereas, The Purchasing Agent, for the rationale stated herein, elects to purchase without resort to soliciting quotes or bids pursuant to Section 3.05.060(G)(2) and Section 3.05.065 (I) of the Highland Municipal Code;

Whereas, The purchase of the in-car computers and accessories will be supported by appropriations in the **Municipal Cumulative Capital Development (MCCD) Fund**, all pursuant to HMC Section 3.05.040(E); and,

Whereas, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein,

Now, Therefore Be It Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

Section 1. That the Works Board hereby authorizes and approves the purchase as from Source Inc., of 17850 W. 99th Street, Lenexa, KS, for the purchase of five (5) in-car computers plus accessories as set forth in the invoices, which is attached as an exhibit to and made a part of this order in the amount of **\$18,073.61**;

Section 2. That the Works Board hereby finds and determines the following:

- (A) That Source Inc., of 17850 99th Street, Lenexa, KS a sole source to meet the police departments reasonable requirements for this purchase;
- (B) That for this purchase, the compatibility of equipment, accessories or replacement parts is a substantial consideration; and,
- (C) That the foregoing rational, this purchase qualifies as a special purchase pursuant to IC5-22-10 et seq. and HMC Section 3.05.065 (I); and,
- (D) That the purchase price is less than \$50,000, so this purchase also constitutes a small purchase, which can be made in the open market as the purchasing agent may determine, pursuant to HMC Section 3.05.060(G);

Section 3. That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-1-4-14.

Be It So Ordered.

DULY, PASSED, ADOPTED AND ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 24th day of February 2025 having passed by a vote of 4 in favor and 0 opposed.

**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(6);IC 36-5-6-5)

3. **Proposed Ordinance No. 1804-A:** An Ordinance to Amend Chapter 9.05 of the Highland Municipal Code entitled Fire Department making modifications and technical corrections. (Introduce Only)

Councilor Scheeringa introduced only Ordinance No. 1804-A. No further action was taken.

**ORDINANCE No. 1804-A
of the
TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE AMENDING CHAPTER 9.05 OF THE HIGHLAND MUNICIPAL
CODE ENTITLED FIRE DEPARTMENT**

WHEREAS, In consequence of the execution of its public safety powers, set forth in IC 36-1-4, and IC 36-8, the Town of Highland through its Fire Department, the Town Provides Fire prevention, suppression, life and limb and other emergency public safety services; and

WHEREAS, I.C. 36-1-3-4 et sequitur, provides that a unit of town government possesses all powers granted it by statute and all other powers necessary or desirable in the conduct of its affairs, even though not granted by statute; and

WHEREAS, It has been determined that several provisions of Chapter 9.05 need to be modified and enhanced to reflect the current job description for the Fire Chief; and

WHEREAS, The Town Council has determined the municipal code requires amendment in order to the current job description of the Fire Chief.

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

Section 1. That Chapter 9.05; Section 9.05.07(4) of the Highland Code of Ordinances is hereby amended 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.

Section 2. All provisions of ordinances in conflict with the provisions hereof are hereby repealed and of no further force nor effect.

Section 3. This ordinance shall become and be in full force and effect from and after its adoption, passage and publication in the manner prescribed by law and until its subsequent amendment or repeal by proper ordinance.

Introduced and Filed on the 24th day of February 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 10th Day of March 2025 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of in favor 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 33-16-4-1; IC 36-5-6-5)

Comments from the Town Council:

(Good of the order)

- **Councilor Doug Turich:** *Park and Recreation Board Liaison • Liaison and Plan Commission Member • Advisory Board of Zoning Appeals Liaison • Liaison to Building & Inspection Department*

Councilor Turich, in the absence of Councilor Georgeff acknowledged Redevelopment Director Maria Becerra who gave the following report:

TOWN OF HIGHLAND'S REDEVELOPMENT COMMISSION
MARIA BECERRA, DIRECTOR February 24th 2025

Safe Street for All -

Final Draft has been received for consideration of the Town Council to approve. It is on for discussion at tonight's Council Study Session.

This plan has recommendations for intersection improvements, where there have a high accident record or fatalities. With this Plan approved, the Town is eligible to apply for an Implementation Plan for federal dollars to implement the short- and long-term recommendations. These federal grant awards can be as high as 7 million dollars, the funds will sun set 2027.

Comprehensive Plan - The Redevelopment Commission is in the process of approving a new firm for the Comprehensive Plan Development.

Commercial Grant - Several applications have been received for the Commercial Grant funding for this year.

Old Ultra Property Owner discussions continue to encourage development of that parcel. There is consideration of 2 appraisals to be conducted by the Redevelopment Commission on the parcel.

Indianapolis - Redevelopment owned 6 acres adjacent and south of the old Coach USA have been advertised for sale and development bids, 1 bid was received. The Redevelopment Commission will review and follow-up.

Annual Reporting is in progress for the receipt of Tax Abatements CF-1's from 3 businesses. The Redevelopment Commission approved 3 Recapture Resolutions for the 3 Allocation areas at today's plenary meeting.

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

2/24/25 HIGHLAND TOWN COUNCIL MEETING / BUILDING & INSPECTION REPORT

- BZA & Plan Commission / No Report
- Marcus Truck Rental, 8820 Indianapolis Blvd. / Last Friday it was brought to our attention that there was apparently an issue with the exterior lights again at this location. Friday afternoon went to location nothing has changed in reference to the positioning of anything and lights were not on at that time (2 PM). Spoke with GM who stated that he is not aware of anything that has changed since last year. Asked that he check into and contact me. Though on that day at 5:45 PM I observed the lights to be on. Apparently this started approx. 2 weeks ago. On 2/24/25 contact was made again with GM who was going to make arrangements for someone to troubleshoot.
- Projects: Cardinal Campus / Boutique Hotel, all three floors now are at the rough framing and associated trade buildout stage. A considerable amount of progress has been made over the past couple of weeks. The Dunkin Donut project on Kennedy is close to completion. Longwood Dr. Town home project is now under roof and in the rough framing and associated trade buildout stage. Faith Church / Grace and Lincoln / Ongoing work continues on their addition.
- Code Enforcement: It has been observed over time that garbage / recycle containers are being left out days after the required time they are to be returned to the rear of the property the day of trash pickup. Our Code Enforcement Officer along with HPD Officer Orth have over the past couple of weeks made a concerted effort to issue warnings of repeat offenders with the notice of warning of potential violation citations.

Ken Mika
Town of Highland
Building Commissioner / Zoning Administrator

Councilor Turich then acknowledged Park Superintendent Alex Brown who said that there are two (2) big event going on in the Lincoln Center this weekend. He said this Saturday is their annual Daddy Daughter Dance. It is usually a big deal. On Sunday, the Highland Youth Wrestling Club is hosting a big youth wrestling invitation in the Field House. It is an all-day event and they will begin setting up at 5:00 o'clock a.m. This past Thursday, the Park Board passed the by-laws for the new newly formed Community Events Commission. They will now have a set of rules to operate by. At the same time, the Park Board appointed the five (5) new members. The five (5) new members are Garran Grider, Donna Scheidt, Linda Carter, Sandy McKnight and Rebekah Boersma.

Councilor Scheeringa complimented the Park Department on an outstanding Highland Girls Basketball Season. He said his daughter had a blast and it was a great season that ended last week.

- **Councilor Alex Robertson:** • *Redevelopment Commission Member • Fire Department Liaison • Public Works Liaison • Liaison to Main Street Bureau • Liaison to the Tree Board • Liaison to the Highland Neighbor for Sustainability.*

Councilor Alex Robertson acknowledged Fire Chief Mike Pipta, who said over the last couple of weeks they responded to seventeen (17) calls since the last Council meeting of February 17, 2025. He said one of them involved going to Munster for a bad house fire. They were also involved in two (2) auto aid calls, one involving Griffith at the Mansards and the other in Highland at the transmission shop on the boulevard. Fortunately, none proved to be rather serious.

Councilor Robertson, then acknowledged Public Works Director Mark Knesek. He said Great Lakes Urban Forestry is working on the Town's tree inventory. He advised the residents that if they see workers wearing lime green vests with identification, they are taking the tree inventory. He said they have received several phone calls from residents who think these workers are planning to cut down their trees. The inventory is starting in the east and moving to the center of Town.

- **Councilor Thomas (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 Tom Black had no report.

- **Councilor Philip Scheeringa:** *Redevelopment Commission Member • Information Communications and Technology Department Liaison • Metropolitan Police Commissioners Liaison.*

Councilor Scheeringa acknowledge Metropolitan Police Chief Ralph Potesta who gave the following report:

Town Council Meeting Notes for 02/24/2025 – Police Department

"Shooting update" – parties familiar with each other

No one shot / no evidence of shots being fired. *Handgun Recovered*

1 subject is being charged with several felonies

0 – Rapes / Robberies / Burglaries / Vehicles broken into

5 Retail Thefts – 3 arrests - \$113 - \$130

No Highland residents involved – suspects from Portage / Hobart / Dyer / Hammond

3 Assaults – 0 Arrests

15 Domestic Disturbances – 2 Arrests

2 DUI Arrests

1 Auto Theft – Son took moms car and has been charged.

Scam of note - Resident was contacted by someone claiming to be from "Xfinity" who offered him a promotion to get their service with no payments until October. Resident was then advised to select two Target gift cards totaling \$780 and send photos of the serial numbers on the back to the number they were calling from. Resident suffered the \$780 loss.

40 Accidents covered – 4 involved personal injury

Cpl. Tom Manyek is still off recovering from the accident he was involved in on February 14th where a female Highland resident ran into the back of his stopped squad car. He suffered no major injuries but is extremely sore and under a doctor's care. Charges are still pending as we wait for blood draw results to come back.

On February 13th, Ofc. Colgrove responded to a Serious Crash Team callout for an 11 year old struck by a vehicle in Dyer.

Driving down to Indy on Wednesday to pick up 5 new squad cars.

Ofc. Oth Code Enforcement

CODE / 14 DAYS IN THE MONTH OF FEB

168 TOTAL CASES

145 SELF INITIATED CASES

20 JUNK VEHICLES TAGGED / 1 TOW

28 FOLLOW UPS CONDUCTED ON JUNK VEHICLES

2 ORDINANCE CITATIONS

1 ORDINANCE WARNING

1 PARKING CITATION

Councilor Scheeringa then acknowledged IT Director Ed Dabrowski who said he continues to work on basic maintenance. He said he did complete a major phone conversion in the Police Department which should save the Town roughly \$15,000 annually. The conversion also put the Police Department on the same system as the Town. He worked with the Building Department on automating a monthly report required by the County. He said he continues to work with Pure Illumination to repair defective fixtures. The defective fixtures were noted in the fall but weren't fixed because of the winter. He said they are trying to determine a color scheme for March.

- **Councilor George Georgeff:** *Town Executive (I.C. 36-1-2-5-(4); I.C. 36-5-2-2; I.C. 36-5-2-7); • Board of Trustees of the Police Pension Fund, Chair (By Law) • Budget Committee Chairman • Redevelopment Commission Member • Liaison to the Board of Water Works • Liaison to the Sanitary Board*

Councilor Georgeff was absent due to a family vacation. Councilor Turich covered Councilor Georgeff's committee reports.

Comments from Visitors or Residents:

Mike Kokat, Highland asked about locations that accept the lithium batteries, since the Town no longer accepts because of them being a fire hazard. Is there anything published that advises a resident where they can take them except on hazard waste day?

Neither the Public Works Director or Fire Chief knew of locations that accepts them.

Mr. Kokat continued that the public really should be informed because many residents store them in their garage or basement until a hazard waste day and they could ignite for no reason. He gave the example of the garbage truck catching fire as some disposed of the batteries in the regular trash collection. He said the problem is only going to get worse as everyone is buying equipment powered by the lithium batteries (lawn mowers, snow blowers). He felt the Town should put out a bulletin, informing people of the hazards.

Councilor Turich 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 February 12, 2025 through February 25, 2025. Councilor Black seconded. Upon a roll call vote, there were four (4) 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 voucher February 12,2025 to February 25,2025,
in the amount of **\$1,095,340.29**

General Fund, \$457,979.86; **MVH Fund**, \$56,792.15; **LR&S** \$22,230.00; **LAW Enforcement Continuing Education Training and Supply Fund**, \$5,417.64; **Public Safety Income**, \$9,925.50; **Donation**, \$496.85 **Special Events** \$160.00; **MCCD**, \$235,978.25; **ICT Fund**, \$13,771.79; **Police Pension**, \$80,186.88;
Insurance Premium \$212,401.37;

Payroll Docket for payday of February 21,2025, by fund:

General, \$334,317.72

Payroll Docket for payday of February 21,2025:

Office of Clerk-Treasurer, \$17,755.52; Building and Inspection Department, \$11,254.61; Metropolitan Police Department, \$145,332.62; Public Works Department (Agency), \$95,063.72; Fire Department, \$,2344.40; and Information and Technology Department, \$4,350.35;
Total Payroll: \$276,101.22

Payroll Docket for payday of February 28,2025 by fund:

Total Payroll by fund: \$82,539.16;

Payroll Docket for payday of December 31,2024:

Boards & Commissions. \$13,432.26; Police Pension, \$68,079.23;

Total Payroll: \$81,511.59.

Adjournment: There being no further business to conduct on the agenda, Council Vice-President Turich declared the meeting of February 24, 2025 adjourned at 7:12 p.m.

Mark Herak
Clerk-Treasurer

Approved by the Town Council at its meeting of March 10, 2025.

COMMUNITY EVENTS COMMISSION
Highland, Indiana
BY-LAWS

1. Name

Town of Highland Ordinance No. 1813, passed on January 27, 2025, established the Community Events Commission for the Town of Highland and put its oversight and appointing authority under the Highland Park & Recreation Board.

2. Purpose

- A. To coordinate and promote the annual celebration of the 4th of July festivities including, but not limited to: a festival, parade, and fireworks.
- B. To coordinate and promote a Santa Parade.
- C. To coordinate a Memorial Day Ceremony.
- D. To coordinate a New Year's Eve fireworks display.
- E. To coordinate a Halloween event.
- F. To coordinate and promote a Fall Festival.
- G. To coordinate, provide and promote any other community events that the Commission feels will benefit the Town of Highland.

3. Membership

- A. The Commission shall consist of a 5-member board. Any meeting must have a minimum of three members to constitute a quorum.
- B. Beginning in 2025, the Park Board will appoint 3 members to two-year terms and 2 members to one-year terms. Members then appointed in subsequent years will serve a two-year term. New members will be appointed to fulfill the unexpired term of a member whose seat becomes vacant for any reason during their term.
- C. All applications for membership shall be referred to the Park Board.
- D. Members must reside in Highland and must have attained the age of 18.
- E. The Park Board may remove a member at any time if they feel the conduct of the member is unacceptable.
- F. Members may not accept gifts of other considerations from contracted vendors or from vendors under consideration for use unless agreed upon between the vendor and the commission. If in violation, the member may be suspended, disciplined, or removed and the vendor may be dismissed.

4. Officers

- A. Chair. Will preside at meetings, set monthly agenda, and may appoint committee members as needed.
- B. Vice-Chair. Presides at meetings in the absence of the Chair (Chair Pro Tem).
- C. Secretary. Shall take minutes at all official meetings and then file in a minutes book. Shall handle all correspondence and advertise for all public meetings.

5. Election of Officers

- A. Nomination and Voting. Each office will be done separately in the following order: Chair, Vice-Chair, and Secretary.

- B. The election shall be held at the January meeting, unless appointments have not yet been made. In such a case, elections will be held at the next meeting after appointments are made.

6. Meetings

- A. Regular meeting shall be the 1st Wednesday of each month at 6:30 pm at the Lincoln Community Center.
- B. Special meetings may be scheduled as necessary.
- C. The Commission is a public body and shall comply with the Indiana Open Meetings Act by providing notice of its meetings consistent with the Open Meetings Act, pursuant to IC 5-14-1.5. Its records shall be considered public records, governed by IC 5-14-3 et seq.
- D. Meetings shall be conducted according to Robert's Rules of Order.

7. Liaisons (non-voting members)

- A. Parks & Recreation Liaison
- B. All other town departments may send a liaison to provide input and to plan the events accordingly.
- C. Park Board members (no more than 2 at any given meeting).

8. Committees

- A. The Commission may approve and appoint committees as needed. These committees can be made up of non-members of the Commission. These committees can include, but are not limited to: Publicity, Grounds, Arts & Crafts, Fireworks, Entertainment, Fireworks, Memorial Day Ceremony, Food Trailers and Booths, etc.

9. Commission Funds

- A. A Special Events Nonreverting Operating fund will be established for use by the Commission in support of the purposes set forth in these by-laws.
- B. Monies collected by any member must be turned into the Park Department (Lincoln Center) as soon as possible.
- C. All monies shall be handled in the manner prescribed by the State Board of Accounts.
- D. A faithful performance bond or surety bond as prescribed by IC 5-4-1 et. seq. in the amount of \$10,000 shall be obtained for the Commission to cover the faithful performance of the duties of the officers and members of the commission, including the duty to comply with IC 35-44-1-2 and the duty to account properly for all monies and property received in consequences of the duties of the Commission.
- E. The Park & Recreation Liaison and the Commission shall establish a yearly budget, including an estimate of revenues.

10. Payment of Bills

- A. Any and all bills should be turned into the Lincoln Center for payment. Claims will be approved by the Park Board and will be approved on the 3rd Thursday of each month. Bills must be turned in by the 2nd Wednesday of the month to be paid.

- B. If any member requests reimbursement for any monies personally spent, a receipt must be turned in.

11. Contracts for Services

- A. Any contracts recommended by the Commission must be signed by the Parks & Recreation Liaison. Contracts or services over \$15,000 must be approved by the Park Board.
- B. Any member may make a purchase or contract for services for an amount \$50 or under. Any purchase over \$50 must be approved by the Parks & Recreation Liaison.

12. Fee Schedules

- A. Fee schedules (i.e. Food vendor fees, Arts & Crafts vendor fees, Parade Participants, etc.) must be approved by Commission and then forwarded to the Park & Recreation Board for approval.

13. Donations and Stipends

- A. The Commission may make donations or award stipends to other Town Departments or community organizations in appreciation of the assistance with the special events. The donation and/or stipends must be approved by vote.