Agenda

Thirtieth-First Regular or Special Meeting of the Thirtieth Town Council of Highland

Regular Plenary Meeting of Monday, March 24, 2025 at 6:30 p.m. Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code

Topic: Town of Highland, IN - Town Council Plenary Meeting Time: March 24, 2025 06:30 PM Central Time (US and Canada)

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

Prayer:	George Georgeff
Pledge of Allegiance:	George Georgeff
Roll Call:	George Georgeff Doug Turich
A GREAT PLACE TO CALL HOME	Alex Robertson Thomas (Tom) Black
	Philip Scheeringa
Minutes of Previous Session:	Minutes of the Regular Meeting of 10 March 2025.
Special Orders:	None.
COMMENTS FROM THE PUBLIC or VISITORS	This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council regarding matters on the agenda. Persons addressing the Town Council are requested to limit their presentations to two (2) minutes and encouraged to avoid repetitious comments.
Staff Reports:	Building & Inspection Report.

- Fire Department Report.
- Workplace Safety Report.

Communications:

Restaurant Crawl March 25th

Chamber of Commerce Breakfast with the Easter Bunny – March 29, 2025 Arts & Craft Sale at the Lincoln Center – April 5, 2025

Spring Clean-up May 20, 2025

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

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*.

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 2027. Currently serving are Alex Robertson, Diane Barr-Roumbus, James Roumbus Sandy McKnight, Al Simmons, Sandy Ray, Ben Tomera, and Desiree Biro.

Unfinished
Business &
General Orders

None

NEW BUSINESS:

- 1. Proposed Ordinance No. 1808-D: 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 a change to the Staffing Authority of the Highland Metropolitan Police Department Creating the Position of Police Social Worker and the Associated Pay Range within the Metropolitan Police Department.
- 2. **Resolution No. 2025-07:** A Resolution Articulating The "Sense Of The Town Council" Recognizing the Highland Neighbors for Sustainability as an Advisory Associate Partner Organization to the Town of Highland and urging all citizens to participate in initiatives or programs that improved the environmental quality and well-being of the Town of Highland.
- 3. **Resolution No. 2025-08:** A Resolution Approving the Highland SS4A Safety Action Plan and Authorizing and Directing the Town Council President of the Town of Highland to affix his signature to and submit the Highland SS4A Safety Plan.

Review and Actions for Economic Revitalization Area Compliance

If acceptable to the Council, the motion should move to accept based upon the data in the CF-1 and the recommendation of the Redevelopment Director, to find (name of applicant) is found in compliance with the terms of its abatement and would remain in force for another year.

Consideration of the Compliance with the Statement of Benefits as filed and represented by People's Bank S.B. 3915, 3919 & 3927 Ridge Road, Highland. At its meeting of September 14, 2015, the Highland Town Council passed Resolution No. 2015-37 approving this application and its terms for property tax abatement upon the increase in assessed value of \$667,800 as well as a new job and retention of five existing jobs all in consequence of construction of a new building, a People's Bank SB Branch at 3915, 3919 and 3927 Ridge Road, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of November 13, 2017, its second at the Town Council meeting of 26 February 2018 and its third review at its meeting of 25 February 2019 and its fourth review at its meeting of 9 March 2020 and its fifth review at its meeting of 8 March 2021 and its Sixth one at its meeting of 28 March 2022 and its seventh review at its Meeting of 27 March 2023 and its eighth review on 13 May 2024. The Town Council found the applicant in compliance at each meeting. This is

the ninth review for compliance by the petitioner of its terms in the application but the seventh one that applies after filing with the Lake County Auditor. This review is for Taxing period 2025 pay 2026. If approved, two (2) years remain on the 10 year abatement.

- 5. Consideration of the Compliance with the Statement of Benefits as filed and represented by Demand Real Results, LLC, dba SAFETY TRAINING SERVICES, INC., 8516 Henry Street, Highland. At its meeting of September 8, 2014, the Highland Town Council approved this application for property tax abatement upon the increase in assessed value in consequence of conversion of existing vacant building located at 8516 Henry Street, Highland, for a period of time not to exceed ten (10) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of February 8, 2016, its second at its meeting of February 27, 2017, its third review at its meeting of 26 February 2018, its fourth review at its meeting 25 February 2019, its fifth review at its 9 March 2020, its sixth review at its 8 March 2021, with the Town Council finding that Demand Results, LLC abatement was not in compliance per (1) property owner did not substantially comply with its statement of benefits and that the failure to substantially comply was not caused by factors beyond the control of the property owner. Pursuant to I.C. 6-1.1-12.1-5.9, notice in the form of a letter was sent including the following:
 - (a) (i) The current number of employees is less than what was originally estimated. Actual number of employees is 27. Estimated number of employees is 34.
 - (ii) Number of employees retained is less than what was originally estimated. Actual number of employees retained is 25. Estimated number of employees retained is 34.
 - (iii) Number of additional employees is less than what was originally estimated. Actual number of additional employees is 2. Estimated number of additional employees over three years is 16.

On April 12, 2021, the Town Council conducted a hearing to further consider the property owner's compliance with the statement of benefits and whether any failure to substantially comply was caused by factors beyond the control of the property owner.

The re-review was conducted on the 12 April 2021, the Council found Demand Results, LLC to be in compliance, its seventh review at its meeting of 28 March 2022, its eighth review at its meeting of 27 March 2023, its ninth review at its meeting of 13 May 2024. This represents the

tenth review of compliance for this property and the tenth one that applies after the filing with the Lake County Auditor. This review is for Taxing period 2025 pay 2026. If approved, no years remain on the 10 year abatement.

- 6. Consideration of the Compliance with the Statement of Benefits as filed and represented by Indiana Land Trust Company TR#120086, dba Webb Hyundai, LLC 9236 Indianapolis Blvd, Highland. At its meeting of August 9, 2021, the Highland Town Council passed resolution 2021-39 and approved this application for property tax abatement upon the increase in assessed value in consequence of the remodeling of the existing building Webb Hyundai, LLC 9236 Indianapolis Blvd, Highland, for a period of time not to exceed five (5) calendar years, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of 28 March 2022 and its second review at its meeting of 27 March 2023 and its third review at its meeting of 13 May 2024. The Town Council found the applicant in compliance at each meeting. This represents the fourth review of compliance for this property and the fourth one that applies after filing with the Lake County Auditor. This review is for Taxing period 2025 pay 2026. If approved, there are two (2) years remaining on the on the 5- year abatement.
- 7. Authorizing the proper officer to publish legal notice of a public hearing: A Public Hearing to consider additional appropriations in the amount of \$51,489.60.00 in the Redevelopment Capital Fund. If approved, the public hearing will be held on April 14, 2025, at 6:30 P.M. O'clock in the Municipal Building, 3333 Ridge Road, Highland.

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

Councilor Doug Turich

Councilor Alex Robertson

Councilor Tom Black

Councilor Philip Scheeringa

COMMENTS FROM THE PUBLIC or VISITORS

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

ACTION TO PAY Accounts Payable Vouchers

Accounts payable voucher March 12,2025 to March 25,2025, in the amount of \$693,067.22

General Fund, \$270,138.05; MVH Fund, \$42,829.19; LAW Enforcement Continuing Education Training and Supply Fund, \$571.31; Public Safety Income, \$71,882.39; Donation, \$464.73; MCCD, \$11,995.00; ICT Fund, \$13,017.68; Police Pension \$64,565.22; Insurance Premium \$217,603.65

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

General, \$334,089.49

Payroll Docket for payday of March 21, 2025:

Office of Clerk-Treasurer, \$17,771.71; Building and Inspection Department, \$11,190.36; Metropolitan Police Department, \$162,979.08; Public Works Department (Agency), \$80,396.79; Fire Department, \$2,348.40; and Information and Technology Department, \$4,354.35.

Total Payroll: \$279,040.69

Payroll Docket for payday of March 31,2025 by fund:

Total Payroll by fund: \$78,614.07.

Payroll Docket for payday of March 31,2025:

Boards & Commissions. \$13,150.46; Police Pension, \$64,457.57.

Total Payroll: \$77,608.03.

ADJOURNMENT

The Town Council's March 24, 2025 study session immediately following the Regular Plenary Meeting.

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

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2025 09:47	B.HALL
03/21/202	User:

DB: Highland

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND EXP CHECK RUN DATES 03/12/2025 - 03/25/2025 BOTH JOURNALIZED AND UNJOURNALIZED

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BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	BOTH OPEN AND PAID Vendor	Invoice Description	Amount	Check #
Fund 1101 GENERAL Dept 0000 1101-0000-45200	GEN FUND TRANSFERS	113750	PAYROLL ACCOUNT	3/21PRL D/S TRANSFER GENERAL	226,406.53	51699
			Total For Dept 0000		226,406.53	
Dept 0001 TOWN COUNCIL 1101-0001-33001 1101-0001-33001 1101-0001-34023 1101-0001-39044	CASH & INVESTMENT HIGHLAND CI ADDITIONAL APPROP H HEALTH & DENTAL FEB COVERAGE NHM FLAT FEE SCREEN 3-13-25	113509 113510 113522 113690	COLUMN SOFTWARE PBC COLUMN SOFTWARE PBC TOWN OF HIGHLAND INS FUND (COMMUNITY FOUNDATION OF NWI	CASH & INVESTMENT COMBINED STATEM ADDITIONAL APPROP MARCH 2025 CT HEALTH/LIFE INS PRE WELLNESS HEALTH SCREENING	244.07 40.42 79.66 2,296.00	1000055 1000056 51695
			Total For Dept 0001 TOWN COUNCIL	JNCIL	2,660.15	
Dept 0003 VIPS 1101-0003-39007	VIPS CAR WASHES FOR FEB	113672	EASY CLEAN CAR WASH, INC	VIPS CAR WASHES FOR FEB	00.9	
			Total For Dept 0003 VIPS		6.00	
Dept 0004 CLERK-TREASURER 1101-0004-20003 1101-0004-20003 C 1101-0004-34023 I 1101-0004-34043	LER NAME PLATE DONNA OFFICE SUPPLIES HEALTH & DENTAL INS LIFE INS	113536 113505 113516 113516	ALLIN PLASTIC ENGRAVING PULSE TECHNOLOGY OF INDIANA TOWN OF HIGHLAND INS FUND (NAME PLATE DONNA OFFICE SUPPLIES MARCH 2025 HEALTH/LIFE INS PREM G MARCH 2025 HEALTH/LIFE INS PREM G	13.50 71.96 5,067.11 16.98	51692 51692
			Total For Dept 0004 CLERK-TREASURER	REASURER	5,169.55	
Dept 0006 BUILDING & IN 1101-0006-34023 1101-0006-34043 1101-0006-39007	INSPECTION HEALTH AND DENTAL INSURANCE LIFE INSURANCE INV 7126 3/04/25 FOR 02/25	113523 113523 113577	TOWN OF HIGHLAND INS FUND (TOWN OF HIGHLAND INS FUND (EASY CLEAN CAR WASH, INC	MARCH 2025 BLDG HEALTH/LIFE INS P MARCH 2025 BLDG HEALTH/LIFE INS P INV 7126 3/04/25 FOR 02/25	0.0.0	51696 51696
			Total For Dept 0006 BUILDING	5 & INSPECTION	4,631.10	
Dept 0007 FIRE DEPARTMENT 1101-0007-20003	ACI	113645		SUPPLI	139.20	51698
1101-0007-23004 1101-0007-23004	FIRE DEPTINSTITUTIONAL SUPPLI MOP/ TAPE	113740 113741	AJAX SANITARY SUPPLY CO, IN AMAZON	FIRE DEPT INSTITUTIONAL SUPPLIES MOP/TAPE	41.34 82.06	
1101-0007-34023	HEALTH & DENTAL INSURANCE	113520	OF HIGHLAND INS	2025 HEALTH/LIFE INS	2,927.95	51694
1101-0007-35005	LIFE INSURANCE HYDRANT - SOUTH STATION	113747	OF HIGHLAND		6.66 223.41	51694
1101-0007-35005	FIRE SPRINKLER SEWER USAGE	113748	TOWN OF HIGHLAND UTILITIES TOWN OF HIGHLAND ITTLITIES	CENTRAL STATION WATER & SEWER SOUTH STATION WATER & SEWER A	172.30	
1101-0007-35007	SEWER BASE - CENTRAL STATION	113748	OF HIGHLAND		86.70	
1101-0007-36001 1101-0007-36003	SOUTH EQUPIMENT WINDOW SEAL	113742	COULTER VENTURES LLC	EQUIPMENT MINDOM SEAT	14,180.26	
1101-0007-36003	FLAG POLE LIGHTING CENTRAL DIAGNOSTIC	113745	PURE ILLUMINATION, INC SIEMER HEATING & COOLING IN	FLAG POLE LIGHTING CENTRAL DIAGNOSTIC	1,044.30	
			Total For Dept 0007 FIRE DEPARTMENT	PARTMENT	19,683.44	
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1101-0009-11302	ONI AND 10 GAL OF	113689	GALL LLC/COARIERMASIER LLC WARREN OIL COMPANY	AW JACKET AND FAICHES FOR CHFEN J 1000 GAL OF GAS DLEV 3/6	83.36	
1101-0009-22004	2 CAR 231	113677	GRIMLER AUTOMOTIVE, INC		474.01	
1101-0009-22004	RADIATOR CAP FOR CAR 5 RADI CAP AND BIT, COOLANT CAR	113682	NAPA AUTO PAKIS THOMAS DODGE CHRYSLER TEED	RADIATOR CAP FOR CAR 5 RTI COOLANT AND RADIATOR CAP FRO	5.58	
1101-0009-23004		113670	AMAZON	į.	41.25	
1101-0009-23004	5 LOCKOUT KITSS FOR NEW VEHS	113676	GALL LLC/QUARTERMASTER LLC	5 LOCK OUT KITS FOR NEW VEHS	456.99	
1101-0009-35005	WATER SERVICE 1/22-2/19	113687	TOWN OF HIGHLAND UTILITIES	IDACS NEIWORN ACCESS FEE FOR FEE WATER SERVICE 3315 RIDGE 1/22-2/1	571.26	

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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND EXP CHECK RUN DATES 03/12/2025 - 03/25/2025 BOTH JOURNALIZED AND UNJOURNALIZED

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Invoice Description

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51697 51697 1000057 1000058 1000059 1000059 1000060 1000061 1000062 51701 4,653.59 23,990.00 5,161.60 925.76 558.88 185.52 147.90 299.96 6.50 7.37 5,297.84 10,725.00 7,902.20 71,882.39 464.73 11,995.00 11,995.00 11,995.00 176.87 996.07 3,329.38 369.05 13,017.68 71,882.39 464.73 464.73 449.82 204.00 571.31 INTERNET FOR PUBLIC SAFETY BLDG 8 BRIVO CLOUD HOSTED MONTHLY SITE/A PARK INTERNET ACCT 87714002502083 TOWN HALL ACCT 8771400250188267 I FD CENTRAL/2901 HIGHWAY-PHONE/INT CIVIL CELLULAR SERVICE 780324475-NEW CAR 171 AND 234 VEH ACCESSORI MARCH 2025 HEALTH/LIFE INS PREM MARCH 2025 HEALTH/LIFE INS PREM ANNUAL LICENSE FEE FOR BODY WORN POSTAGE METER SERVICE AGREEMENT PUMP STATION 8771400250296375 NWI EMERGENCY OUTFITTERS, LL NEW CAR 209 VEH ACCESSORIES LPR SYSTEM AT GRACE & RIDGE COPIER AGREEMENT - USAGE COPIER AGREEMENT - USAGE 3/21PRL D/S TRANSFER ICT CAR WASHES FOR FEB Total For Fund 2240 PUBLIC SAFETY INCOME TAX FUND PW 8001 KENNEDY AVE VEHICLE EQUIPMENT CENTRAL FURNACE NEW LPR SYSTEM Total For Fund 2228 LAW ENFORCE CON'T ED FRAMING Total For Dept 0007 FIRE DEPARTMENT PD Total For Fund 2302 DONATION FUND (SIEMER HEATING & COOLING IN FUND (NWI EMERGENCY OUTFITTERS, LL Total For Fund 4402 MCCD VERMILLION SYSTEMS, INC EASY CLEAN CAR WASH, INC MOTOROLA SOLUTIONS, INC. MOTOROLA SOLUTIONS, INC. NIGHTINGALE FAMILY LLC INS TOWN OF HIGHLAND INS Total For Dept 0000 Total For Dept 0000 otal For Dept 0000 Total For Dept 0000 TOWN OF HIGHLAND PITNEY BOWES INC. FLOCK GROUP INC. PAYROLL ACCOUNT PHIL & SON, INC RICOH USA, INC RICOH USA, INC CABLE COMCAST CABLE COMCAST CABLE COMCAST CABLE CABLE COMCAST CABLE COMCAST COMCAST VERIZON 113532 113688 113653 113646 113649 113650 113652 113534 113524 113524 113533 113752 113673 NEW CAR 171 ACCESSORIES INV N 113683 113746 113674 113680 113744 113684 113654 113531 113681 113651 MO INTERNET SVC 8771400250188 LINCOLN CENTER ACCT 877140025 POLICE BLDG 8771400250239508 FUMP STATION 877140025029637 PW INTNET # 8771400250212877 HEALTH AND DENTAL INSURANCE MONTHLY FOR 780324475-00001 NEW LPR AT GRACE AND RIDGE NEW CAR 209 ACCESSORIES ANNUAL LIC FEE FOR BWC POSTAGE METER SERVICE CENTRAL FIRE INTERNET PD CAR WASHES FOR FEB ICT TRANSFERS GROSS COPIER AGREEMENT COPIER AGREEMENT CENTRAL FURNACE Fund 2240 PUBLIC SAFETY INCOME TAX FUND LIFE INSURANCE NEW LPR SYSTEM VEH EQUIPMENT FIRE - SITE FRAMING Fund 2228 LAW ENFORCE CON'T ED Dept 0000 Fund 2302 DONATION Dept 0007 FIRE DEPARTMENT 2302-0007-00200 FF Fund 7701 ICT FUND 4402-0000-43013 701-0000-32003 701-0000-32003 701-0000-34023 701-0000-34043 7701-0000-38006 7701-0000-38006 7701-0000-45200 7701-0000-32003 701-0000-32003 701-0000-32003 7701-0000-32003 701-0000-32003 701-0000-32003 2240-0000-43008 701-0000-32001 2228-0000-39005 2240-0000-43091 2240-0000-43008 2240-0000-43071 2240-0000-43091 2240-0000-43091 Fund 4402 MCCD Dept 0000 Dept 0000 Dept 0000

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PAYROLL ACCOUNT

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Fund 8802 POLICE PENSION Dept 0000

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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND EXP CHECK RUN DATES 03/12/2025 - 03/25/2025 BOTH JOURNALIZED AND UNJOURNALIZED BOTH OPEN AND PAID

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GL Number	Invoice Line Desc Ref #	Vendor Vendor Invoice Description	Amount	Check #
Fund 8802 POLICE PENSION Dept 0000	SION			
		Total For Dept 0000	64,565.22	
		Total For Fund 8802 POLICE PENSION	64,565.22	
Fund 8903 INSURANCE PREMIUM	PREMIUM			
8903-0000-30013 8903-0000-34002	VOLUNTEER LIFE INS INSURANCE PREMIUM HEALTH/DENT 113508	7 TOWN OF HIGHLAND INS FUND (VOLUN LIFE INS/ COBRA MARCH 2025 8 AIM MEDICAL TRUST AIM MEDICAL TRUST MARCH 2025	559.96 217,043.69	51693 1000054
		Total For Dept 0000	217,603.65	
		Total For Fund 8903 INSURANCE PREMIUM	217,603.65	

03/21/2025 09:47 AM		INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND	RT FOR TOWN OF HIGHLAND	Page: 5/5
User: B.HALL		EXP CHECK RUN DATES 03/12/2025 - 03/25/2025	2/2025 - 03/25/2025	
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	270,138.05	42,829.19	571.31	71,882.39	464.73	11,995.00	13,017.68	64,565.22	217,603.65
	GENERAL	MVH	LAW ENFORCE CON'T ED	PUBLIC SAFETY INCOME TA	DONATION	MCCD	ICT FUND	POLICE PENSION	8903 INSURANCE PREMIUM
	1101	2201	2228	2240	2302	4402	7701	8802	8903
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