

Agenda
Thirty-Third Regular or Special Meeting
of the Thirtieth Town Council of Highland
Regular Plenary Meeting of Monday, April 28, 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: April 28, 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:

Tom Black

**Pledge of
Allegiance:**

Tom Black

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 14 April 2025.

Special Orders:

1. **Executive Proclamation:** A Proclamation of the Municipal Executive Endorsing and Supporting the Observance of Police Appreciation Week (May 11 – 17, 2025) in the Town of Highland.
 - (a) Reading and Execution of Proclamation.
 - (b) Action by the Town Council President

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.

2. Public Hearing: Public Comments for Proposed Uses of Community Development Block Grant Allocation for Fiscal Year 2025 & 2026, approximately set for \$105,035.00.

(a) Verification of the Proofs of Publication. TIMES: 16 April 2025.

(b) Public Hearing and Comment. (Opening remarks may be read)

(c) **Resolution No. 2025-11:** A Resolution Authorizing and Directing the Town Council President of the Town of Highland to Submit a project Proposal for Urban County Community Development Block Grant Fund for Federal Fiscal Year 2025-2026.

3. Consideration of Proposed Additional Appropriations: (controlled funds): Proposed Additional Appropriation in Excess of the 2025 Budget for the Municipal Cumulative Capital Fund in the amount of \$35,000.00.

(a) Verification of Proofs of Publication: The TIMES 16 April 2025.

(b) Public Hearing.

(c) Action on Appropriation Enactment No. 2025-15: An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Office of the Clerk-Treasurer of the MCCD General Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

4. Public Hearing: Consideration of Introduced Ordinance No. 1817: An Ordinance Amending the Highland Municipal Code and Re-Establishing the **Municipal Cumulative Capital Development Fund**. *This ordinance would authorize use of funds deposited to the Municipal Cumulative Capital Development Fund as authorized by changes to the enabling state statutes. The maximum rate of property tax levy may not exceed 0.500 for 2025 Pay 2026 and thereafter. In subsequent years, the rate may be the maximum rate authorized by the enabling state statute or a lower rate as determined by the Department of Local Government Finance or the Town Council. At the meeting of April 14, 2025, Councilor Black introduced and filed the ordinance. There was no further consideration based upon the need to conduct the public hearing now scheduled.*

(a) Opening the Public Hearing. (The TIMES 04-16-2025 & 4-23-2025)

(b) Action on introduced **Ordinance No. 1817**.

**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 April 29th

May 3rd at Central Fire Station – Annual AYCE Pancake Breakfast Fundraiser

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Police Memorial Service May 10th at Markley Park starting at 9:00 o'clock am
National Police Appreciation Week May 11th to May 17th
Spring Clean-up May 20, 2025
Logan Scheeringa breaks Highland Middle School Discuss record at 155'9"

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

2. **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. **Appropriation Transfer Resolution No. 2025-16:** An Exigent Resolution Providing for the Transfer of Appropriation Balances from and Among Major Budget Classifications to the Council of Community Events Fund Requested by the Proper Officer and forwarded to the Town Council or its Action Pursuant to IC 6-1.1-18-6.
 2. **Works Board Order No. 2025-12:** An Order Authorizing and Approving An Extension of the Agreement between The Idea Factory and the Town of
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Highland to perform Professional Communications and Media Design and Development services for the Municipality for a Term of Six (6) Months.

3. **Authorizing the proper officer to publish legal notice of a public hearing:** A Public Hearing to consider additional appropriations in the amount of **\$632,700.00** in the **Downtown Redevelopment District Allocation Fund**. If approved, the public hearing will be held on May 12, 2025, at 6:30 P.M. O'clock in the Municipal Building, 3333 Ridge Road, Highland.
4. Proposed Ordinance Number 1808-E: An Ordinance to Amend Ordinance No. 1808 to establish the wage and salary rates of the Elected Officers, the Non-Elected Officers, and the Employee of the Town of Highland, Indiana particularly regarding the creation of the Position of Inspector (part-time) within the Highland Fire Department. (Introduce only)
5. **Approval and instruction.** Action to approve and instruct the Town Council President to affix his signature to the Adoption Agreement and Resolution to adopt the Plan and the Trust Agreement ("Trust") as part of the State of Indiana Deferred Compensation Plan (Hoosier Start) for the employees of the Town of 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 April 16,2025 to April 29,2025, in the amount of **\$1,330,707.16**

General Fund, \$317,480.60; MVH Fund, \$169,101.29; LR&S, \$185,000.00; LAW Enforcement Continuing Education Training and Supply Fund, \$2,278.03;

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Public Safety Income, \$4,800.00; CCI Fund, \$75,000.00; **MCCD**, \$4,648.03; Cedit Econ. Dev. Income, \$500,000.00; **ICT Fund**, \$7,833.99; **Police Pension** \$64,565.22

Payroll Docket for payday of April 18, 2025 by fund:

General, \$310,001.53

Payroll Docket for payday of April 18, 2025:

Office of Clerk-Treasurer, \$17,721.29; Building and Inspection Department, \$9,158.53 Metropolitan Police Department, \$142,660.31; Public Works Department (Agency), \$79,606.06; Fire Department, \$2,348.40 and Information and Technology Department, \$4,354.35;
Total Payroll: \$255,848.94

Payroll Docket for payday of April 30,2025 by fund:

Total Payroll by fund: \$79,559.44

Payroll Docket for payday of April 30,2025:

Boards & Commissions. \$14,028.68; Police Pension, \$64,457.57

Total Payroll: \$78,486.25

Fire Department Quarterly:

Payroll Docket for payday of April 18,2025 by fund:

Total Payroll by fund: \$58,157.51

Payroll Docket for payday of April 18,2025:

Fire Department Quarterly. \$54,024.63

Total Payroll: \$ 54,024.63

ADJOURNMENT

The Town Council's April 28, 2025 study session immediately following the adjournment of the April 28, 2025 Regular Plenary Meeting. An advertised Executive Session will follow immediately after the April 28, 2025 Study Session.

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

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User: B.HALL

EXP CHECK RUN DATES 04/16/2025 - 04/29/2025

DB: Highland

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
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Fund 1101 GENERAL

Dept 0000	GEN FUND TRANSFERS	114079	PAYROLL ACCOUNT	4/18PRL D/S TRANSFER GENERAL	261,199.75	51826
1101-0000-45200			Total For Dept 0000		261,199.75	

Dept 0001 TOWN COUNCIL

1101-0001-31001	PROFESSIONAL SERVICES INV 210	114131	FROST BROWN TODD LLC	PROFESSIONAL SERVICES- CHOSEN VS	4,894.12	
1101-0001-33001	ADDITIONAL APPROPRIATION	114067	COLUMN SOFTWARE PBC	COLUMNS	31.09	1000083
1101-0001-33001	PUBLIC HEARING CDBG	114072	COLUMN SOFTWARE PBC	COLUMNS	29.02	1000084
1101-0001-33001	ADDITIONAL APPROPRIATION	114163	COLUMN SOFTWARE PBC	COLUMNS	34.20	1000084
1101-0001-33001	MCCD ORDER # COL IN 100884	114223	COLUMN SOFTWARE PBC	COLUMNS	34.20	1000088
			Total For Dept 0001 TOWN COUNCIL		5,022.63	

Dept 0004 CLERK-TREASURER

1101-0004-20003	MINUTE BOOK /SHEETS	114164	A.E. BOYCE CO INC	MINITUE BOOK /SHEETS	1,528.86	
1101-0004-31004	NOTARY STAMP & HALF OF SHIPPI	114216	BEATA K HALL	NOTARY LICENSE/STAMP BEATA	94.48	
			Total For Dept 0004 CLERK-TREASURER		1,623.34	

Dept 0006 BUILDING & INSPECTION	EASY CLEAN INV 7157 APRIL INV	114071	EASY CLEAN CAR WASH, INC	EASY CLEAN INV 7157 APRIL INV FOR	6.00	
1101-0006-39007			Total For Dept 0006 BUILDING & INSPECTION		6.00	

Dept 0007 FIRE DEPARTMENT

1101-0007-20003	TRUEFUEL	114197	AUTO-WARES	OIL DRY/TRUEFUEL	16.58	
1101-0007-23004	POLOS/INSPECTORE	114194	AMAZON	POLOS/INSPECTOR	74.94	
1101-0007-23004	GLOVES FIRE ARMOR MED-MISSED	114198	GARNER SALES & SERVICE	GOVES FIREARMOR MED-MISSED SHIPPI	26.00	
1101-0007-23004	GAUGE	114195	MCMASTER-CAR SUPPLY CO	GAUGE	883.87	
1101-0007-23004	INVOICE 21007	114196	MENARDS	MISC SUPPLIES-FIRE DEPT BROOM	38.91	
1101-0007-23006	OIL DRY	114197	AUTO-WARES	OIL DRY/TRUEFUEL	160.80	
1101-0007-32006	NFC MOBILE DATA ALL ACCESS AD	114193	NEPA	NATIONAL FIRE CODES ANNUAL SUBSCR	1,845.75	
1101-0007-36003	SOUTH ROOF REPAIR	114199	GREAT LAKES ROOFING & CONST	SOUTH ROOF REPAIR	389.00	
			Total For Dept 0007 FIRE DEPARTMENT		3,435.85	

Dept 0009 POLICE DEPARTMENT	1097.2 GAL OF GAS	114182	WARREN OIL COMPANY	1097.2 GAL OF GAS DELV 4/12	2,832.53	
1101-0009-21001			AUTOZONE, INC	OIL STABILIZER FOR CAR 255	36.84	
1101-0009-22004	55 GAL 5W20 AND 55GAL GLOBAL	114177	NAPA AUTO PARTS	55GAL SAE 5W20 AND 55 GAL GLOBALS	875.84	
1101-0009-22004	BRAKE PADS/ROTORs FOR CAR 231	114178	NAPA AUTO PARTS	BRAKE PADS AND ROTORS FOR CAR 231	219.24	
1101-0009-22004	INV 239621 PARTS CAR 231	114179	NAPA AUTO PARTS	PARTS FOR CARS 3 AND 231	334.36	
1101-0009-23004	2 PKS LIGHTBULBS	114174	MENARDS CORP - SCHERERVILLE	2 PKS LIGHTBULBS	100.56	
1101-0009-23004	2 BGS SPREEN FOR WEEDS	114175	MENARDS CORP - SCHERERVILLE	2 BGS PREEN FOR FRONT OF BLDG OUT	109.98	
1101-0009-34001	KEN BALON BOND	114068	BROWN INSURANCE GROUP	PD BONDS	100.00	
1101-0009-34003	PD SHARE OF FEES	114171	INDIANA DEPT OF ENVIRON MGT	PD SHARE OF FEES	90.00	
1101-0009-35001	LPR AT 2000 RIDGE RD	114180	NISOURCE INC.	LPR AT 2000 RIDGE RD	34.22	
1101-0009-38006	MAT CHANGE AT PD ON 4/15	114169	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 4/15	44.55	
1101-0009-39005	INV 8553 1 DOG IMPOUND	114170	HUMANE INDIANA	DOG IMPOUNDS AND CAT TNR	400.00	
			Total For Dept 0009 POLICE DEPARTMENT		5,178.12	

Dept 0011 SERVICES & WORKS	MARCH 2025 BILLING	114003	LONDON WITTE GROUP, LLC	MARCH 2025 BILLING	2,025.00	
1101-0011-31006			LAKE COUNTY TREASURER	STORM PROPERTY TAXESSPRING/FALL20	37,925.00	
1101-0011-35013	45-07-21-451-001.000-026/2804	114161	AREA PLUMBING & SEWER	REFUND 9532 FARMER DR PERMIT 04/0	92.00	
1101-0011-39002	REFUND 9532 FARMER DR PERMIT	114221	BOENDER ELECTRIC, INC	REFUND FOR PERMIT 2907 JEWETT 3/2	766.00	
1101-0011-39002	REFUND FOR PERMIT 2907 JEWETT	114220				
			Total For Dept 0011 SERVICES & WORKS		40,808.00	

User: B.HALL
DB: Highland

EXP CHECK RUN DATES 04/16/2025 - 04/29/2025
BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 1101 GENERAL						
Dept 0012 TOWN HALL						
1101-0012-20003	DISPENSER & BOTTLED WATER	114073	BLUE TRITON BRANDS	DISPENSER &BOTTLED WATER	118.41	
1101-0012-36003	TOWN HALL MATS ACT 1659440	114217	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440	88.50	
	Total For Dept 0012 TOWN HALL				206.91	
	Total For Fund 1101 GENERAL				317,480.60	
Fund 2201 MVH						
Dept 0000						
2201-0000-45200	MVH TRANSFERS GROSS	114080	PAYROLL ACCOUNT	4/18PRL D/S TRANSFER MVH	15,866.35	51827
	Total For Dept 0000				15,866.35	
Dept 0017 MVH CONSTRUCTION/RECONSTRUCT/PRESER(CRP)						
2201-0017-22004	HOSE	114187	GEIB INDUSTRIES	HOSES - STREET DEPT	21.06	
2201-0017-22005	BLACK MULCH	114189	MENARDS CORP - SCHERERVILLE	MULCH/FUSIONWEB - STREET DEPT	3,635.99	
2201-0017-23003	SIGNS	114188	HALI SIGNS, INC	SIGNS - STREET DEPT	762.36	
2201-0017-23003	SIGN DECAL STICKERS	114192	TRAFFIC MANAGEMENT COMPANY,	SIGN DECAL STICKERS - STREET DEPT	400.00	
2201-0017-23005	ROAD SALT	114183	COMPASS MINERALS AMERICA IN	ROAD SALT 2025	6,992.95	
2201-0017-23005	ROAD SALT	114184	COMPASS MINERALS AMERICA IN	ROAD SALT 2025	3,498.60	
2201-0017-23005	ROAD SALT	114185	COMPASS MINERALS AMERICA IN	ROAD SALT 2025	1,718.43	
2201-0017-23005	ROAD SALT	114186	COMPASS MINERALS AMERICA IN	ROAD SALT 2025	16,082.65	
2201-0017-23006	PREMIUM CLASS 2 VEST	114190	MENARDS CORP - SCHERERVILLE	VEST / GLOVES - STREET DEPT	45.96	
2201-0017-23006	STEERING WHEEL COVER	114191	MENARDS CORP - SCHERERVILLE	SAFETY FACE SHIELD/SAW BLADE/STEE	76.94	
2201-0017-39009	MVH CONST/RECONSTRUCTION STRE	114078	TOWN OF HIGHLAND	RESOLUTION 2025-14	120,000.00	51825
	Total For Dept 0017 MVH CONSTRUCTION/RECONSTRUCT/PRE				153,234.94	
	Total For Fund 2201 MVH				169,101.29	
Fund 2202 LR&S						
Dept 0000						
2202-0000-39009	LR&S CONSTR. RECONSTR. STREET	114075	TOWN OF HIGHLAND	RESOLUTION #2025-14	185,000.00	51825
	Total For Dept 0000				185,000.00	
	Total For Fund 2202 LR&S				185,000.00	
Fund 2228 LAW ENFORCE CON'T ED						
Dept 0000						
2228-0000-21401	NEW WEAPONS/EQUIP	114168	BROWNELLS INC	NEW WEAPONS/EQUIP	1,608.33	
2228-0000-31004	TAXABLE MEALS 4/7	114172	JOSHUA KEMPEKE	REIMBURSE FOR MEALS FROM TRAINING	156.57	
2228-0000-31004	GAS	114176	MICHAEL ROBERT YONKMAN	REIMBURSE FOR MEALS AND GAS FROM	226.13	
2228-0000-33002	CRIMINAL CODE BOOKS	114173	LAKE COUNTY PROSECUTORS OFF	41- 2025 CRIMINAL CODE BOOKS	287.00	
	Total For Dept 0000				2,278.03	
	Total For Fund 2228 LAW ENFORCE CON'T ED				2,278.03	
Fund 2240 PUBLIC SAFETY INCOME TAX FUND						
Dept 0000						
2240-0000-43008	INV NWI1522 NEW EQUIP CAR 209	114181	NWI EMERGENCY OUTFITTERS,LL	NEW EQUIP FOR CARS 209 AND 243	4,800.00	
	Total For Dept 0000				4,800.00	
	Total For Fund 2240 PUBLIC SAFETY INCOME TAX FUND				4,800.00	
Fund 4401 CCI FUND						
Dept 0000						
4401-0000-39009	CCI CONSTR & RECONSTR STREETS	114077	TOWN OF HIGHLAND	RESOLUTION 2025-14	75,000.00	39656

User: B.HALL
DB: Highland

EXP CHECK RUN DATES 04/16/2025 - 04/29/2025
BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 4401 CCI FUND						
Dept 0000						
	Total For Dept 0000				75,000.00	
	Total For Fund 4401 CCI FUND				75,000.00	
Fund 4402 MCCD						
Dept 0000						
4402-0000-43009	OPTIPLEX 7020 XCTO	114141		DELL COMPUTER, LP	4,398.03	
4402-0000-43009	POWER AMP 120 WATT - LINCOLN	114142		SOUNDS COOL LIVE AUDIO LLC	250.00	
	Total For Dept 0000				4,648.03	
	Total For Fund 4402 MCCD				4,648.03	
Fund 4436 CEDIT ECON. DEV. INCOME TAX FUND						
Dept 0000						
4436-0000-47118	CEDIT RESURFACING OF LOCAL RD	114076		TOWN OF HIGHLAND	500,000.00	51825
	Total For Dept 0000				500,000.00	
	Total For Fund 4436 CEDIT ECON. DEV. INCOME TAX FUND				500,000.00	
Fund 7701 ICT FUND						
Dept 0000						
7701-0000-32003	PUMP STATION 877140025029637	114143		PUMP STATION 8771400250296375	185.52	1000085
7701-0000-32003	LINCOLN CENTER ACCT 877140025	114144		PARK INTERNET ACCT 87714002502083	279.02	1000085
7701-0000-32003	MAIN SQUARE 8771400250318674	114145		COMCAST CABLE	149.90	1000086
7701-0000-32003	MONTHLY FOR 780324475-00001	114162		3001 RIDGE MAIN SQUARE 8771400250	925.63	1000087
7701-0000-32003	FIRE - SITE	114140		CIVIL CELLULAR SERVICE 780324475-	996.07	
7701-0000-45200	ICT TRANSFERS GROSS	114081		PHIL & SON, INC	5,297.85	51828
	Total For Dept 0000				7,833.99	
	Total For Fund 7701 ICT FUND				7,833.99	
Fund 8802 POLICE PENSION						
Dept 0000						
8802-0000-45200	POLICE PENSION TRANSFERS GROS	114086		4/18PRL D/S TRANSFER POLICE PENSI	64,565.22	39657
	PAYROLL ACCOUNT				64,565.22	
	Total For Dept 0000				64,565.22	
	Total For Fund 8802 POLICE PENSION				64,565.22	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 04/16/2025 - 04/29/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund Totals:						
				Fund 1101 GENERAL	317,480.60	
				Fund 2201 MVH	169,101.29	
				Fund 2202 LR&S	185,000.00	
				Fund 2228 LAW ENFORCE CON'T ED	2,278.03	
				Fund 2240 PUBLIC SAFETY INCOME TA	4,800.00	
				Fund 4401 CCI FUND	75,000.00	
				Fund 4402 MCCD	4,648.03	
				Fund 4436 CREDIT ECON. DEV. INCOME	500,000.00	
				Fund 7701 ICT FUND	7,833.99	
				Fund 8802 POLICE PENSION	64,565.22	
					<u>1,330,707.16</u>	