

**Agenda**  
**Thirty-Fourth Regular or Special Meeting**  
**of the Thirtieth Town Council of Highland**  
**Regular Plenary Meeting of Monday, May 12, 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: May 12, 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:**

Philip Scheeringa

---

**Pledge of  
Allegiance:**

Philip Scheeringa

---

**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 28 April 2025.

---

**Special Orders:**

1. **Consideration of Proposed Additional Appropriations:** (controlled and non-controlled funds): Proposed Additional Appropriations in Excess of the 2025 Budget for the Downtown Redevelopment District Allocation Fund in the amount of \$632,700.00.

(a) Attorney verification of Proofs of Publication: The TIMES 28 April 2025.

---

*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.*

---

(b) **Public Hearing.**

c) Action on **Appropriation Enactment No. 2025-17:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Downtown Redevelopment District Allocation Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5

*\*requires 2 readings if the Council desires to pass it on the first night.*

2. Executive Proclamation: A Proclamation of the Municipal Executive Recognizing the week of May 4 through May 10, 2025 as Professional Municipal Clerks Week.

(a) Reading and Execution of Proclamation.

(b) Action by the Town Council President

---

**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:**

National Police Appreciation Week May 11<sup>th</sup> to May 17<sup>th</sup>  
Friday, May 16<sup>th</sup>, Cop of the Roof Fundraiser for the Special Olympics, at the Dunkin Donuts on Indianapolis Blvd, from 5:00 o'clock a.m. to noon and from 7:00 o'clock a.m. to 9:00 o'clock a.m. at the new Dunkin Donuts on Kennedy Avenue.  
May 17<sup>th</sup>, at 4:00 o'clock p.m., at Meadows Park, a charity mush ball game between the Highland PD and alumni Highland High baseball and softball players.  
Spring Clean-up May 20, 2025  
Community Garage Sale – May 23 & 24 from 8:00 o'clock a.m. to 3:00 pm.  
May 26<sup>th</sup>, Memorial Day Ceremony at Main Square, 10:00 o'clock a.m.  
Trash/Recycling will be on Wednesday, May 28<sup>th</sup>  
May 30<sup>th</sup>, Movie in the Park, Main Square, at dusk  
Summer Concert Series, Wednesday, June 4<sup>th</sup>, Main Square, 7:00 o'clock pm.  
June 7<sup>th</sup> from 5:00 o'clock p.m. to 9:00 o'clock p.m. at the Lincoln Center Banquet Hall, Paws for a Cause Building Fundraiser. Donations \$25  
Flag Day, Saturday, June 14, 2025  
Highland Hazardous Waste Day – June 21, Highland Public Works Facility

---

**Appointments:**

- **Statutory Boards and Commissions**

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

Regional Statutory Commissions or Boards

---

*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.*

- 
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 1<sup>st</sup> 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:

- 1.. 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. *(Introduced by Councilor Scheeringa at the April 28<sup>th</sup>, 2025 plenary meeting).*

---

### NEW BUSINESS:

1. **Meeting Schedule.** Action to reschedule, the plenary meeting for Monday, May 26, 2025 to May 27, 2025 owing to the Memorial Day Holiday and cancelling the study session for Monday, May 26, 2025. *Pursuant to HMC Section 2.05.130(D), Town Council plenary and or study sessions may be cancelled by a majority vote of the Town Council or by direction of the Town Council president.*
  2. **Ratify the calling of an Executive Session:** Session convened at 9:10 p.m. Monday, April 28, 2025, pursuant to HMC Section 2.05.130(A) (4) and Section 2.05.130(A)(6) and Section 2.05.070(B)(3).
  - 3 **Action to approve pay for employees who are temporarily replacing**
- 

*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.*

---

another employee at a higher grade level, after thirty full days in the position, pursuant to Section § 4.01 of the Compensation and Benefits Ordinance. The Superintendent of Parks & Recreation is reporting he had assigned Alyce Van Drunen and Laurie Glowacki to temporary Director of Recreation.

*The Superintendent of Parks & Recreation made the assignment effective 4.12.2025 and Alyce Van Drunen and Laura Glowacki held the position from that date through May 12, 2025. Alyce Van Drunen and Laura Glowacki will be construed as eligible for the pay of as Director of Recreation effective May 12, 2025, provided it is approved.*

**§ 4.11 Pay for Temporarily Replacing another Employee at a Higher Grade Level**

If a regular full time employee is assigned to temporarily replace another Employee at a higher grade-level for an extended period of time, that employee will begin to receive a greater rate of pay after completing thirty (30) calendar days in that position.

*The actual rate will be subject to approval by the Town Council.* All other Benefits remain the same.

4. **Resolution No. 2025-06:** A Resolution Approving an Interlocal Cooperation Agreement between the Incorporated Town of Highland and the School Town of Highland for the Utilization of Police Social Worker Program Services for 2025-2026.
5. **Works Board Order 2025-13 :** Approving and Authorizing the Metropolitan Police Chief to Purchase from Community Ford of Bloomington, IN through the State of Indiana one (1) 2025 White Police Inceptor Utility AWD Base (K8A) 3.3L Hybrid pursuant to IC 5-22-10 and Chapter 3.05.060 (G) of the Municipal Code.
6. **Authorizing the proper officer to publish legal notice of a public hearing:** A Public Hearing to consider additional appropriations in the amount of **\$65,000.00** in the **MCCD Fund**. If approved, the public hearing will be held on May 27, 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**

---

*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.*

---

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 30, 2025 to May 13, 2025, in the amount of  
\$665,480.60**

**General Fund, \$385,633.46; MVH Fund, \$22,727.38; LAW Enforcement  
Continuing Education Training and Supply Fund, \$314.75; Public Safety  
Income, \$4,535.28; Donation, \$59.99; MCCD, \$8,278.44; ICT Fund, \$16,602.48;  
Insurance Premium \$227,328.82**

Payroll Docket for payday of May 2, 2025 by fund:

General, \$312,164.37

Payroll Docket for payday of May 2, 2025;

Office of Clerk-Treasurer, \$17,639.24.; Building and Inspection Department,  
\$9,666.53; Metropolitan Police Department, \$144,951.58; Public Works  
Department (Agency), \$79,240.41; Fire Department, \$2,348.40 and  
Information and Technology Department, \$4,354.35;  
Total Payroll: \$258,200.51.

---

**ADJOURNMENT**

The Town Council's May 12, 2025 study session immediately follows the adjournment of the May 12, 2025 Regular Plenary Meeting. The Redevelopment Commission will be meeting in executive session immediately after the study session.

---

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

*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.*

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	-------	--------	---------------------	--------	---------

Fund 2216 REDEVELOPMENT GENERAL						
Dept 0000	D/S PAYROLL CHECKS-REDEVELOPM	113764	A.E. BOYCE CO INC	D/S PAYROLL CHECKS- REDEVELOPMENT	69.82	
2216-0000-20003	CONSULTANT FEES	114151	THE ARSH GROUP, INC	CONSULTANT FEES	22,406.00	
2216-0000-34001	REDEV BOND TOM BLACK 99924172	113877	BROWN INSURANCE GROUP	-REDEV COMMISSIONER BONDS99924172	157.50	
2216-0000-34023	HEALTH AND DENTAL INSURANCE	113835	TOWN OF HIGHLAND INS FUND (	APRIL 2025 HEALTH/LIFE INS PREM R	4,389.93	39647
2216-0000-34043	LIFE INSURANCE	113835	TOWN OF HIGHLAND INS FUND (	APRIL 2025 HEALTH/LIFE INS PREM R	12.81	39647
2216-0000-35008	7950 KENNEDY AVE HYDRANT	114155	TOWN OF HIGHLAND UTILITIES	7950 KENNEDY AVE HYDRANT	3.43	
2216-0000-35008	2917 HIGHWAY HYDRANT	114156	TOWN OF HIGHLAND UTILITIES	2917 HIGHWAY HYDRANT	3.43	
2216-0000-45200	REDEVELOP GEN TRANSFER GROSS	113859	PAYROLL ACCOUNT	4/4PRL D/S TRANSFER REDEVELOPMENT	5,650.83	39650
2216-0000-45200	REDEVELOP GEN TRANSFER GROSS	114087	PAYROLL ACCOUNT	4/18PRL D/S TRANSFER REDEVELOPMEN	5,817.15	39658
Total For Dept 0000					38,510.90	
Total For Fund 2216 REDEVELOPMENT GENERAL					38,510.90	

Fund 4406 REDEVELOPMENT CAPITAL						
Dept 0000	7950 KENNEDY 6 MONTH INSURANC	114153	BROWN INSURANCE GROUP	7950 KENNEDY 6 MONTH INSURANCE	2,056.15	
4406-0000-31007	7950 KENNEDY CO TAX 2024 CRED	114158	LAKE COUNTY TREASURER	7950 KENNEDY CO TAX 2024 PAYABLE	2,411.52	
4406-0000-31007	7950 KENNEDY PARCEL #45-07-1	114159	LAKE COUNTY TREASURER	7950 KENNEDY PARCEL #45-07-16-38	1,040.58	
4406-0000-31007	7944 KENNEDY PARCEL # 45-07-1	114160	LAKE COUNTY TREASURER	7944 KENNEDY AVE PARCEL # 45-07-1	1,094.92	
4406-0000-31007	INVOICE # 83862986.001	114150	LEEP'S SUPPLY COMPANY INC	7950 KENNEDY AVE BATHROOM & WATER	1,321.36	
4406-0000-31007	POD STORAGE 7950 KENNEDY HOLD	114154	ROBERT L. CAMPBELL TRANSPOR	POD STORAGE 7950 KENNEDY HOLDING	855.00	
4406-0000-39019	LEGAL SERVICES 2/17/25	114152	AUSTGEN KUIPER JASATITIS P.C	LEGAL SERVICES 2/17/25	43.00	
Total For Dept 0000					8,822.53	
Total For Fund 4406 REDEVELOPMENT CAPITAL					8,822.53	

Fund 4436 CREDIT ECON. DEV. INCOME TAX FUND			
Dept 0000			
4436-0000-47118	CREDIT RESURFACING OF LOCAL RD 114076	TOWN OF HIGHLAND	RESOLUTION #2025-14
		Total For Dept 0000	500,000.00
		Total For Fund 4436 CREDIT ECON. DEV. INCOME TAX FUND	500,000.00

Fund 4445 DOWNTOWN REDEV DISTRICT ALLOC				
Dept 0000	ENGINEERING FENCE MAIN SQUARE 114157	NIES ENGINEERING, INC.	ENGINEERING FENCE MAIN SQUARE	780.00
4445-0000-31005				
	Total For Dept 0000			<u>780.00</u>
	Total For Fund 4445 DOWNTOWN REDEV DISTRICT ALLOC			<u>780.00</u>

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	-------	--------	---------------------	--------	---------

Fund Totals:						
	Fund 2216 REDEVELOPMENT GENERAL				38,510.90	
	Fund 4406 REDEVELOPMENT CAPITAL				8,822.53	
	Fund 4436 CREDIT ECON. DEV. INCOME				500,000.00	
	Fund 4445 DOWNTOWN REDEV DISTRICT				780.00	

548,113.43