### Agenda

# Thirty-Fifth Regular or Special Meeting of the Thirtieth Town Council of Highland

## Regular Plenary Meeting of Tuesday, May 27, 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 27, 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	George Georgeff
Allegiance:	
Roll Call:	
	George Georgeff
HIGHLAND	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 12 May 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 MCCD Fund in the amount of \$65,000.00.
	<ul><li>(a) Attorney verification of Proofs of Publication: The TIMES 14 May 2025.</li><li>(b) Public Hearing.</li></ul>

c) Action on **Appropriation Enactment No. 2025-19**: An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **MCCD 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.

## 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:

No Town Council Study Session after the Plenary Meeting
Executive Session immediately after Plenary Meeting
Trash/Recycling will be on Wednesday, May 28th
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** 

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:

none

### **NEW BUSINESS:**

- 1. Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance. *Public Works Director recommends the following:*
- (A) The hiring of **James E. Roberts, Jr.,** to the full-time position of Utility Worker/Driver in Public Works Department (Agency) at a rate of pay of \$24.62 per hour. This will not increase the full-time workforce greater than the authorized work force strength.
  - \*\*the motion should be to approve the hiring of James E. Roberts, Jr., to the fulltime position of Utility Worker/Driver at the rate of pay of \$24.62 per hour and to authorize the Town Council to affix their signatures to the Personnel-Employment Notice
  - 2. Works Board Order Number 2025-14: An Order Finding And Determining Certain Personal Property Of The Municipality As No Longer Needed For The Purposes For Which Originally Acquired Or Have Been Left In The Custody Of An Officer Or Employee Of the Town Of Highland And Have Remained Unclaimed For More Than One (1) Year Or Have Been Deemed Worthless And Of No Market Value. (i-pad)
  - 3. Consideration of a Special Event with Alcohol Permit (SEAP): The CEC permit was approved by the Park and Recreation Board at its meeting May 15, 2025, pursuant to Section 11.10.225 of the Highland Municipal Code. (The Community Events Commission Requires a permit from the Park and Recreation Board to support the beer garden as part of the Independence Day Festival and BBQ Festival. This being the first regular meeting of the Town Council following the receipt of the action of the Park and Recreation Board, the Town Council must consider the permit, pursuant to HMC Section 11.10.225(F)(4))

\*the \*motion should read: move to approve the Special Event with Alcohol Permit (SEAP) for the Town's 2025 Independence Day Festival, to be held July 2<sup>nd</sup> through July 6<sup>th</sup> at Main Square and the

2025 BBQ Festival, to be held September 26<sup>th</sup> through September 28<sup>th</sup> as approved by the Park and Recreation Board at their May 15, 2025 meeting.

- 4. Proposed Ordinance No. 1808-F: 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 Amending To Authorize Compensation Associated With A New Position In The Office Of The Clerk-Treasurer And Making Related Amendments To The Compensation And Benefits Ordinance.
- 5. Request from St. James the Less Church to use the Town's crowd Control fencing for their St. James Festival. If approved, St. James would like to pick up the fencing on June 18th. In June of 2023, the Town Council adopted Resolution No. 2023-20 establishing a rental policy, fee schedule, penalties and regulations by Non-Profits located in Highland.
- 6. Works Board Order 2025-15: Approving and Authorizing the Metropolitan Police Chief to Purchase from Currie Motors Fleet, 10125 West Laraway Road, Frankfort, IL 60423 one (1) 2025 Ford F-150 Responder, Pursuant to IC 5-22-10 and Chapter 3.05.060 (G) of the Municipal Code.
- 7. **Proposed Ordinance No. 1822:** An Ordinance establishing the Town of Highland Downtown District a Designated Outdoor Refreshment Area (DORA). (Introduce only)
- 8. Works Board Order 2025-16: Approving and Authorizing the Metropolitan Police Chief to Purchase from Community Ford of Bloomington, IN through the State of Indiana four (4) 2025 White Police Inceptor Utility AWD Base (K8A) and one (1) 2025 Carbonized Grey Police Interceptor Utility AWD Base (K8A) pursuant to Section 3.05.060 (H) of the Municipal Code.

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 <b>two (2) minutes</b> and encouraged to avoid repetitious comments.
ACTION TO PAY Accounts Payable Vouchers	Accounts payable May 14, 2025 to May 28,2025, in the amount of \$429,750.88
	General Fund, \$228,958.55; MVH Fund, \$21,132.65; LR&S \$25,071.90; MVH Restricted \$47.50; LAW Enforcement Continuing Education Training and Supply Fund, \$3,767.13; Public Safety Income, \$40,305.23; Donation, \$107.33; Community Crossing Grant, \$20,000.00; MCCD, \$81,114.75; ICT Fund, \$9,245.84
	Payroll Docket for payday of May 16, 2025 by fund:
	General, \$324,007.11
	Payroll Docket for payday of May 16, 2025:
	Office of Clerk-Treasurer, \$17,681.21; Building and Inspection Department, \$9,162.53; Metropolitan Police Department, \$156,963.89; Public Works Department (Agency), \$79,384.32; Fire Department, \$2,348.40; and Information and Technology Department, \$4,354.35; Total Payroll: \$269,894.70
ADJOURNMENT	The Town Council's May 27, 2025 study session has been cancelled. The Town Council's standing study session of June 9th, remains as scheduled. The Town Council will meet in an advertised Executive Session immediately after the

plenary meeting.

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

05/22/2025 11:37 AM User: B.HALL DB: Highland

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# INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND EXP CHECK RUN DATES 05/14/2025 - 05/28/2025 BOTH JOURNALIZED AND UNJOURNALIZED BOTH OPEN AND PAID

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Dept 0009 POLICE DEPARTMENT 1101-0009-21001 130 1101-0009-22004 PAN 1101-0009-22004 INV 1101-0009-22004 AII 1101-0009-22004 AII 1101-0009-22004 PAN 1101-0009-22004 PAN 1101-0009-22004 PAN 1101-0009-22004 INV 1101-0009-22004 INV 1101-0009-35005 INV 1101-0009-35001 LPI 1101-0009-36001 LPI	Dept 0008 PLAN COMMISSION 1101-0008-31002		Dept 0007 FIRE DEPARTMENT 1101-0007-21001 W 1101-0007-22004 S 1101-0007-23004 I 1101-0007-36003 F		Dept 0006 BUILDING & IN 1101-0006-21001 1101-0006-21003 1101-0006-39007		Dept 0003 VIPS 1101-0003-22004 1101-0003-22004 1101-0003-39007		Dept 0001 TOWN COUNCIL 1101-0001-31001 1101-0001-31003 1101-0001-33001 1101-0001-33004 1101-0001-39044		Fund 1101 GENERAL Dept 0000 1101-0000-45200
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		Fund 2203 MVH RESTRICTED Dept 0017 MVH CONSTRUCTI 2203-0017-39009			Fund 2202 LR&S Dept 0000 2202-0000-31002 2202-0000-31026			2201-0017-23004 2201-0017-23006 2201-0017-23006 2201-0017-23006 2201-0017-23006 2201-0017-36006	2201-0017-22004 2201-0017-22004 2201-0017-23003 2201-0017-23003	Dept 0017 MVH CONSTRU 2201-0017-21001		Fund 2201 MVH Dept 0000 2201-0000-45200			Dept 0012 TOWN HALL 1101-0012-20003 1101-0012-21004 1101-0012-36003 1101-0012-36004		Dept 0011 SERVICES & 1101-0011-39002 1101-0011-39002		Fund 1101 GENERAL Dept 0009 POLICE DEPA 1101-0009-38006
		MVH RESTRICTED MVH CONSTRUCTION/RECONSTRUCT/PRESER(CRP) 39009 SIDEWALK REPLACEMENT			2025 GENERAL ENGINEERING SERV 2025 CCMG (PE)			M Z M H H	50 - CARRIAGE BOLT BATTERY 20 - 10' PAINTED SIGN POST US FLAGS	MVH CONSTRUCTION/RECONSTRUCT/PRESER(CRP) -21001 W1744500 797.2 GAL DIESEL		MVH TRANSFERS GROSS			DISPENSER & BOTTLED WATER 6 LONG ROLL TOWELS TOWN HALL MATS ACT 1659440 APRIL CLEANING SERVICE		WORKS 2701 MARTHA REFUND AAA SERVIC REFUND AAA SERV PERMIT PHV25-		DEPARTMENT MAT CHANGE AT PD ON 5/13
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INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND
EXP CHECK RUN DATES 05/14/2025 - 05/28/2025
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Fund 7701 ICT FUND Dept 0000 7701-0000-32003 7701-0000-32003 7701-0000-32003 7701-0000-32003 7701-0000-32003 7701-0000-32003 7701-0000-32003 7701-0000-32003 7701-0000-32003 7701-0000-32003 7701-0000-32003 7701-0000-32003
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Fund Totals: Fund 2201 MVH
Fund 2202 LR&S
Fund 2203 LAW RE
Fund 2228 LAW EN
Fund 2240 PUBLIC
Fund 2302 DONATI
Fund 2405 COMMUN
Fund 4402 MCCD Fund 7701 ICT FUND Fund 1d 1101 GENERAL
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