

**Enrolled Minutes of the Thirty-Fifth Regular Meeting or Special Meeting
For the Thirtieth Highland Town Council Regular Plenary
Business Meeting (In person) Tuesday, May 27, 2025**

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Tuesday, May 27, 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 Georgeff, Councilor Doug Turich, Councilor Alex Robertson, Councilor Tom Black, Councilor Philip Scheeringa all participated in person.

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 President George Georgeff presided over the meeting. The Town Clerk-Treasurer, Mark Herak, was present to memorialize the proceedings. The meeting was opened with Councilor George Georgeff 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 George Georgeff, Doug Turich, Alex Robertson, Thomas Black, Philip Scheeringa were present as indicated. Clerk-Treasurer, Mark Herak was also present. A quorum was attained.

Additional Officials Present: Metropolitan Police Chief Ralph Potesta; 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. Redevelopment Director Maria Becerra and Alex Brown, CPRP, Superintendent of Parks and Recreation were absent.

Guests: Theresa Badovich (remotely) and Robin Carlascio (remotely) of the Idea Factory were also present.

Minutes of the Previous Meetings: The minutes of the May 12, 2025 Plenary meeting were approved by general consent.

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.

(a) Attorney verification of Proofs of Publication: The TIMES 14 May 2025. The Town Attorney verified the proof of the publication complied with IC-5-3-1 et seq.

(b) Public Hearing: none

The Council President asked if there were any other comments, hearing none, he closed the public hearing and brought it back to the Council.

(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

Councilor Black introduced and moved for the consideration of Appropriation Enactment No. 2025-19 at the same meeting of its introduction. Councilor Scheeringa seconded. Upon a roll call vote, a unanimous vote being necessary, there were four (4) affirmatives and one (1) negative, with Councilors Georgeff, Robertson, Black and Scheeringa voting in the affirmative and Councilor Turich voting in the negative. The motion failed.

Comments from the Public or Visitors: none

Staff Reports: none filed

Communications:

No Town Council Study Session after the Plenary Meeting
Executive Session immediately after the Plenary Meeting
Trash/Recycling will be on Wednesday, May 28th
May 30th, Movie in the Park, Main Square, at dusk
Summer Concert Series, Wednesday, June 4th, Main Square, 7:00 o'clock pm.
June 7th 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 Shred 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

The Town Council President announced his reappointment of **Christine Cash**, 9515 Kennedy Avenue, Highland to the Lake County Visitors and Convention Bureau Board of Directors.



April 17, 2025

Highland Town Council
3333 Ridge Rd.
Highland, IN 46322

Re: Appointment of Board Member of the Lake County Convention & Visitors Bureau

Dear Highland Town Council:

Thank you for appointing Ms. Christine Cash to serve on the Lake County Convention & Visitors Bureau Board of Directors. Please be advised that Ms. Cash's term ends on June 30, 2025.

In conjunction with resolution 2020-10-13: A Resolution Establishing Appointment Procedures For Members Of The Lake County Convention And Visitors Bureau, this letter provides you notice of an exploring appointment term and encourages you to either re-appoint or determine a new appointment.. Additionally, as I.C 6-9-2-3 (i) states...

"All terms of office of bureau members begin on July 1. Members of the bureau serve terms of (3) years. A member whose term expires may be reappointed to serve another term. If a vacancy offers, the appointing authority shall appoint a qualified person to serve the remainder of the term."

Please complete the Certificate of Executive Appointment at your earliest convenience. Thank you for your ongoing support and partnership to promote tourism throughout Northwest Indiana!

Sincerely,

A handwritten signature in black ink, appearing to read "Phil Taillon", is written over a circular stamp or seal.

Phil Taillon
President/CEO
Lake County Convention & Visitors Bureau

cc: Andrew Qunell - Chairman
Brent Brashier - Vice Chairman

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

5. **Main Street Bureau Board:** (17) appointments to be made by the Town Council.
Term: Two years ending 1 Jan 2025. *Currently serving are Alex Robertson, Diane Barr-Roumbus, James Roumbus Sandy McKnight, Al Simmons, Ben Reinhart, Sandy Ray, Ben Tomera and Desiree Biro.*

General Orders and Unfinished Business: 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 full-time 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*

Councilor Black moved to approve the hiring of James E. Roberts, Jr. to the full-time position of Utility Worker/Driver at \$24.62 per hour and to instruct the Town Council to affix their signatures to the Personnel-Employment Notice. Councilor Robertson seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed.

TOWN OF HIGHLAND
PERSONNEL-EMPLOYMENT NOTICE

Name: James E Roberts Jr. Employee Payroll # _____
Address: 1113 N Elmer St. Griffith, IN 46319 Phone #: 219-576-4038
Department: _____ Account #: _____
Email address: nwigerns@gmail.com

NEW HIRE (Not currently on the payroll in any status) Date Effective: 6-1-25
Remind new hires they will need to show their original social security card when they complete their employment forms.

***NEW HIRE PERSONNEL NOTICE MUST BE FILED WITH THE CLERK-TREASURER'S OFFICE
*BEFORE EMPLOYEE STARTS WORKING/HIRE DATE!**

For EEOC purposes, please indicate: ☒ Caucasian ☐ Black ☐ Hispanic ☐ Native American
☐ Multi-racial ☐ Other: _____ ☐ Male ☐ Female

Job Title: Utility Worker / Driver Bi-weekly Salary/Hourly Rate: \$24.62

Characterize the Employment:
☒ Full-Time ☐ Part-Time ☐ Summer ☐ Temporary/Seasonal: _____
☐ Minor (under age 18) ☐ Work Permit Received (Date Season Ends) _____

Full-Time Only:
This position succeeds: David Giza (if applicable)
The current workforce level is _____ as of the date of this notice.
This position will not increase authorized full-time work force levels.

PAY RATE CHANGE OR CHANGE IN STATUS Date Effective: _____

Current:
Job Title: _____ Account: _____
Base Bi-weekly/Hourly Rate: _____ Longevity: _____

Proposed:
Job Title: _____ Account: _____
Base Bi-weekly/Hourly Rate: _____ Longevity: _____
This position succeeds: _____

Characterize the Increase or Status Change:
☐ Merit ☐ Promotion ☐ Returning Summer ☐ Brevet/Acting Appt. ☐ Per Ordinance _____
☐ Administrative Leave (department head requesting must detail rationale on reverse of form)

SEPARATION Last Day Worked: _____ Effective Last Day: _____
☐ Resignation ☐ Discharge ☐ Retirement ☐ Other _____
(Details for Discharge may be found in personnel file of the department)

To be paid last direct deposit or payroll check (Detail on back of this page if necessary):

Vacation Pay: _____ Comp Pay: _____ Personal Day Pay: _____
Severance Pay: _____ Holiday Pay: _____ Other Pay Allowed: _____
Date: 5-13-25

SUPERVISOR SIGNATURE: _____

TOWN COUNCIL/BOARD OF JURISDICTION ACTION: _____
(if applicable)

☐ APPROVED ☐ DISAPPROVED

TOWN of HIGHLAND

VERIFICATION OF APPLICANT FOR EMPLOYMENT FOR
COMPLIANCE WITH MUNICIPAL NEPOTISM POLICY

I, James E Roberts Jr. (printed name), have
reviewed the direct line of supervision for the position I am seeking
with the Town of HIGHLAND and its
Public Works DEPARTMENT, and I am not a relative of
any employee who will be in my direct line of supervision in the
position of Utility Worker / Driver.

I understand that Relative means my spouse, parent or stepparent,
child or stepchild, brother, sister, stepbrother, stepsister, niece,
nephew, aunt, uncle, daughter-in-law or son-in-law (including half-
siblings and adopted children).

I hereby verify under the penalty of perjury that the foregoing statements
are true. Dated this 13 day of May, 2025.

James E Roberts Jr.
(signature)
James E. Roberts Jr.
(printed)

Signature of Supervisor: MK

Printed Name: Mark KNESEK

Date: 5-13-25

Form prepared pursuant to IC 36-1-20.2 et seq. The hire of a relative that is related to a
direct line supervisor can result in denial of the municipal budget and any additional
appropriations by the Department of Local Government Finance.

- 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)

Councilor Black moved to approve Works Board Order No.2025-14 inclusive of the exhibit. Councilor Turich seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed and Works Board Order No. 2025-14 was adopted pending the signature of the municipal executive.

**The Town of Highland
Board of Works Order No. 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.

Whereas, The Town Council for the Town of Highland is the Works Board of the Municipality pursuant to IC 36-1-2-24(3) and

Whereas, The Town Council has been advised by the IT Director that several items of personal property, and which all owned by the municipality are no longer needed for the purposes of which it was originally acquired, pursuant to IC 5-22-22; and

Whereas, The IT Director has recommended and requested that disposal of certain personal property be authorized, all pursuant to the provisions of IC 5-22-22 et seq.; and,

Whereas, The Town Council now desires to favor the recommendation and take those steps necessary to authorize and approve a disposal of personal property of the municipality pursuant to the applicable law,

Now, Therefore, Be it ordered by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. That the Town Council of the Town of Highland acting as the works board, hereby finds and determines the following:

- (A) That there are certain articles of personal property possessed or owned by the municipality that are no longer needed, unfit for the purposes for which they were acquired, pursuant to IC 5-22-22-3; or,
- (B) That these same articles of personal property possessed or owned by the municipality that 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, pursuant to IC 5-22-22-3; or,
- (C) That these same articles of personal property possessed or owned by the municipality, that may be deemed worthless or no market value as the estimated costs the sale and transaction of the property exceed the property value, pursuant to IC 5-22-22-8;
- (D) That these items of personal property are more particularly described in an exhibit attached to and incorporated in this works board order;
- (E) This unit, which is used, was purchased in 2020 during the covid pandemic and have little or no worth and disposing of them will be more costly than simple private transfer.
- (F) That the value of any single item of personal property is less than one thousand dollars (\$1,000) and that all the items of personal property together are less than \$5,000, all pursuant to IC 5-22-22; and

Section 2. That the IT Director is hereby authorized and instructed to cause a lawful disposal or transfer of the personal property identified in this Works Board Order by private transfer without advertising pursuant to IC 5-22-22-6 at the salvage cost of \$75.00 each;

Section 3. That proceeds expected from the lawful disposal or transfer authorized by this order shall be deposited with the Office of the Clerk-Treasurer, where such proceeds shall be deposited to the credit of the Corporation General Fund.

Be it so ordered.

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 27th day of May 2025 having passed by a vote of 5 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;IC 36-5-6-5)

EXHIBIT OF PERSONAL PROPERTY FOR DISPOSAL

1 – iPad Pro (11 – inch) Dell Latitude 7410– HWTZP73*

*This unit was purchased in 2020 during the Covid pandemic and has little or no worth.

Mark Herak

From: Edward Dabrowski
Sent: Monday, May 12, 2025 9:24 AM
To: Mark Herak
Subject: Surplus Equipmet

Mark,

We acquired a few laptops around the beginning of Covid to help staff work remotely. Chad as deputy clerk had one of these to do remote work.

He has turned it back in to me. He expressed an interest in buying it from the town for \$75. This generation laptop is of little value anymore.

It is a Dell Latitude 7410, Serial # HWTZP73

I am not against letting him purchase this surplus equipment.

Ed

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 2nd through July 6th at Main Square and the 2025 BBQ Festival, to be held September 26th through September 28th as approved by the Park and Recreation Board at their May 15, 2025 meeting.

Councilor Turich moved to approve the Special Event with Alcohol Permit (SEAP) for the Town's 2025 Independence Day Festival, to be held July 2nd through July 6th at Main Square and the 2025 BBQ Festival, to be held September 26th through September 28th as approved by the Park and Recreation board at their May 15, 2025 meeting. Councilor Scheeringa seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The SEAP Permit for the HCCE was approved.

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.

Councilor Black introduced and moved for the consideration of Ordinance No. 1808-F at the same meeting of its introduction. Councilor Scheeringa seconded. Upon a roll call vote, a unanimous vote being necessary, there were five (5) affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Scheeringa moved to amend the motion to add the position of IT Director to the list of Exempt Salaried Positions. Councilor Robertson. Upon a roll call vote, a unanimous vote being necessary, there were five (5) affirmatives and no negatives. The amendment passed. The original motion was amended and could be considered at the same meeting of its introduction.

Councilor Scheeringa moved for the passage of Ordinance No. 1808-F, as amended, at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five (5) affirmatives and no (0) negatives. The motion passed. The enactment was passed

and adopted upon the signature of the municipal executive at the same meeting of its introduction.

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

AN ORDINANCE to AMEND ORDINANCE No. 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

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; and

WHEREAS, I.C. 36-5-3-2 further 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), still 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 2021 and thereafter as amended;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to establish a new position and fix rate for the position based upon the needs of the Office of the Clerk-Treasurer; and,

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to establish a new position and fix rate for the position based upon the needs of the Office of the Clerk-Treasurer,

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 and fixed, pursuant to the provisions indicated herein and as follows:

Section 1. That Section 7 subdivision (B) of Ordinance No. 1808 be amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as Section 7 subdivision (B) which shall read as follows:

Section 7. Office of the Clerk-Treasurer. That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its Office of the Clerk-Treasurer as follows:

(B) Chief Deputy Clerk-Treasurer

- (1) **Chief Deputy Clerk-Treasurer** (1)
That the person selected for this position must possess at least a baccalaureate level degree in a relevant field granted from an accredited University or College. Subject to subdivision (D), the range for a Chief Deputy Clerk-Treasurer is hereby fixed as a biweekly salary as follows:

\$ 2,310.62	\$ 2,884.62
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(C)Deputy Clerk-Treasurer

- (1) That, subject to subdivision (D), the base compensation for a deputy clerk-treasurer with an associates level degree or less granted from an accredited University or College is hereby fixed as follows:

Starting Rate	Incumbent Rate (after 1 year)
\$2,205.68	bi-weekly \$2,310.62

- (2) That, subject to subdivision (D), the compensation for a deputy clerk-treasurer possessing a **baccalaureate** level degree in a relevant field granted from an accredited University or College is hereby fixed as follows:

Starting Rate	Incumbent Rate
\$2,464.41	\$2,464.41 bi-weekly

(D) Associate Employees and Staff

		Starting Rate	Rate
(1) Fiscal Analyst	(1)		
<p style="margin-left: 40px;">That the person selected for this position must possess at least a baccalaureate level degree in a relevant field granted from an accredited University or College. Subject to subdivision (D), the base compensation for a fiscal analyst is hereby fixed as a biweekly salary as follows:</p>			
		\$2,464.41	\$2,526.66
(2) Encumbering Officer	(1)	\$23.13	\$23.13 hr.
(3) Associate Clerk, Payroll & Personnel	(1)	\$23.13	\$23.13 hr.
(4) Chancery / Bursar Clerk, Senior	(1)	\$22.27	\$22.27 hr.
(5) Chancery / Bursar Clerk	(2)	\$21.90	\$21.90 hr.
(6) Lead Utility Clerk	(1)	\$23.13	\$23.13 hr.
(7) Utility Systems Clerk	(2) ^{xx}	\$21.90	\$21.90 hr.
(8) Chamberlain Clerk (part-time)	(X)	\$17.71 - \$18.22 hr.	
(9) Chancery & Bursar Aide (part-time)	(X)	\$10.53 - \$18.22 hr.	

^{xx}If a worker is assigned the **Lead Utility Clerk** position, the authorization for this position is reduced to one (1).

(10) For the purpose of training or special assistance, retired senior staff or separated staff may be paid as part-time workers at the hourly rate equivalent of the approved position held at separation including longevity and certification pay prior to retirement or separation.

(D) *Certifications:* That a full-time worker described in subsection (B) and (C), or the officer and employee described in subsection (A) possessing a relevant professional certification from a generally accepted professional association including **but not limited to** Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of

Management Accountants, the American Society of Public Accounts, the American Water Works Association, or the American Payroll Association as may be authorized or approved by the proper officer, the base rate shall have an additional compensatory adjustment according to the following schedule:

		<i>Salaried adds</i>	<i>Hourly</i>
<i>adds</i>			
Indiana Accredited Municipal Clerk	(IAMC)	\$42.40	bi-weekly
53¢ per hour			
Certified Municipal Clerk	(CMC)	\$52.80	bi-weekly
66¢ per hour			
Master Municipal Clerk	(MMC)	\$79.26 bi-weekly	99¢ per hour
<i>(MMC pay substitutes and replaces the CMC pay. Pursuant to IIMC rules, the MMC replaces the CMC and that latter designation is dropped)</i>			
Fundamental Payroll Certification	(FPC)	\$52.80	bi-weekly
66¢ per hour			
Certified Payroll Professional	(CCP)	\$78.96	bi-weekly
99¢ per hour			

(E) *Special assignment.* Pursuant to and not in derogation of the authority conferred in I.C. 36-5-6-7, the clerk-treasurer may designate up to two (2) positions described subsections (B) or (C) as senior staff, part of supervisory succession, eligible to receive the following amount to be added to base pay: Senior Staff assignment eighty cents per hour.

(F) Additional provisions Training and Transition.

For any position described in subsections (B) and (C), a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than ninety (90) days.

Section 2. That Section 2.01 styled as Exempt Employees in the Compensation and Benefits Ordinance commonly called the municipal employee handbook, be further amended to read as follows:

§ 2.01 Exempt Employees

Exempt employees refers to workers who are exempt from certain provisions of the Fair Labor Standards Act pertaining to overtime. It also means that you are in a supervisory or professional position as further defined in 29 CFR 541.200 et seq., and not eligible for overtime payments for work in excess of 40 hours per week, except as provided by this handbook.

Exempt Salaried Positions

Director of Public Works	Street Supervisor
Water & Sewer Supervisor	Facilities Supervisor
Maintenance Supervisor	Deputy Clerk-Treasurer
Building Commissioner/Chief Inspector	Fiscal Analyst
Superintendent of Parks & Recreation	Park Director
Director of Recreation	Recreation Supervisor(s)
Metropolitan Police Division Commander(s)	Chief of Police
Metropolitan Police Ass't. Div. Commander(s)	Assistant Chief of Police
Metropolitan Police Administration Officer(s)	Fire Chief
Redevelopment Director	Operations Director
Chief Deputy-Clerk Treasurer	IT Director

Section 3. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 4. (A) That an emergency exists for the immediate taking effect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and **from** after its passage and adoption, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That the job description outlining this position on file, is affirmed and approved, but not in derogation of the authority conferred in IC 36-5-6-6. If the person that is selected for the position established by this ordinance has been serving as a leased employee for the unit six or more months, notwithstanding any provision in the wage and salary ordinance, that person will be treated as an incumbent;

(C) 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 27th Day of May 2025. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8. A unanimous vote being necessary, the was not taken up at the same meeting of its introduction.

DULY ORDAINED AND ADOPTED this 27th Day of May 2025, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 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; IC 36-5-6-5)

- 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.

Councilor Robertson moved to allow St. James the Less Church to use the Town's crowd control barriers for their festival, to be held from June 20 to June 22, with St. James picking up the crowd control barriers on June 18th. Councilor Georgeff seconded. Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed.

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.

Councilor Scheeringa moved the passage and adoption of Works Board No. 2025-15. Councilor Robertson seconded.

Discussion:

Councilor Turich began by asking if the additional appropriation didn't go through, how can we move forward on this item? He thought the additional appropriation would have had to been passed first before this work order could be passed.

The Clerk-Treasurer explained that there was money in the line item to purchase the police vehicle and the additional appropriation was to put money back into the line item.

Councilor Turich asked the Clerk-Treasurer if he thought the additional appropriation would be approved at the next meeting. The Clerk-Treasurer responded in the positive and said he explained the purpose of the additional appropriation.

Commander Banasiak explained to the Council that the original price of the police vehicle was reduced by trading in the five (5) Dodges that have been giving them problems. They stripped some of the cars as the engines were knocking. He said they were given awesome trade-in values. The original price for the vehicle was \$49,000 and with the five (5) trade-in, the new price is \$15,126. He was hoping the Council would work with the police, as the price was great and they're getting rid of those

Dodges. He said the truck is only about \$2,000 more than the Ford Explorer. He said Commander Cox would be driving the vehicle because he moves ladders to fix the intersection cameras and he doesn't want to bother public works and ask them for the bucket truck. His current car would be filtered down to another supervisor. He said they are trying to get ahead of the game as these Dodges are really causing them problems, as are other communities. You can ask the mechanics from the Public Works garage.

Councilor Turich asked Commander Banasiak if this works board order was delayed till after the additional appropriation is approved at the next meeting, will it impact the trade-in values?

Commander Banasiak said he didn't know as he didn't ask the dealer that question. He didn't know if the dealer would be willing to hold that car another month. He said the dealer has been holding that truck until we got the go ahead. Would he be willing to wait longer? He said he didn't know.

Councilor Turich asked if the money for the truck was in the police department budget?

The Clerk-Treasurer said yes, as he moved money into that line item to cover the vehicle purchased at the last meeting and for the truck. He said he also moved money from PD Printers and part of the additional appropriation was to replenish that line item.

Councilor Turich then asked how much money from MCCD has been distributed to the police department thus far this year and in comparison to the Town's other departments?

The Clerk-Treasurer said that most of the money budgeted to the police department for police vehicles has been spent. Once we receive the invoices for the fire truck and sweeper leases, we will pay them out of the MCCD. MCCD is used mainly by police for capital items and the fire department uses the public safety fund for their capital purchases.

Councilor Turich said he is playing a kind of chess game in his head right now. He said it seems that we're trying to purchase a lot of vehicles in 2025 right. And he understands about cost avoidance but he is concerned you are front loading 2025 vehicles and how will that affect your normal replacement schedule? He was concerned that the police department will be experiencing a spike every five (5) or six (6) years.

Commander Banasiak responded that they normally replace cars every six (6) years depending upon the mileage. Since they had the opportunity to acquire these five (5) cars early, the cars they would have normally ordered in the fall for delivery in early 2026, wouldn't be ordered. The reason why we ordered early was that Ford was

going to stop taking orders three (3) weeks early. We were able to get the five (5) cars at the 2025 price and we figured if we ordered cars in 2026, prices would go up. He said three (3) years ago, the Ford Explorers sold in the range of \$30,000. The one's we requested to buy are selling for \$44,000. No one can predict what the Explorer's will sell for next year. He said they wouldn't purchase vehicles again to August of 2026. He said with forty (40) vehicles in the fleet, they'll be replacing five (5) to seven (7) vehicles every year.

Councilor Turich thanked Commander Banasiak as this is different than what he was told previously. He said adding to his concerns is the effect of SB1, as in all probability we will be asking every department to cut their budget. Will the police department be able to cut their budget and still keep the level of car purchases?

Commander Banasiak said that in some bad budget years, they were only able to purchase two (2) cars and we'd have to play catch for the next several years.

Councilor Turich said he knew the police department wasn't trying to pull a fast one but there were some things that happened last week. There was no special meeting called to authorize the purchase of five (5) additional and there was approval given without conversation or consent amongst the five (5) of us, which he doesn't agree with. I've stated that publicly and I stated that here, within this group. He thought it should have been handled differently and a special meeting should have called to discuss this, then give the okay but that didn't happen. He said he didn't agree with it and we can move on from here.

Councilor Georgeff said there was no need for a special meeting or a vote on whether the police should be allowed them to order them because they're only putting an order in which doesn't guarantee we'll get the vehicles. He asked Commander Banasiak if the vehicles are delivered and we decide not to take them or we don't have the money, is there a penalty?

Commander Banasiak said he didn't know. He wasn't told to ask that question.

Councilor Turich said that is why we should have had a special meeting to discuss things just like this.

Councilor Georgeff said that is the reason I took it off the agenda. It was his understanding that if the cars were delivered and the Town didn't have the money to pay them, we wouldn't have to take them and there would be no penalty. It was his understanding that we could cancel the order at any time as there are plenty of other communities in line who would take the cars.

Commander Banasiak said that is probably true as we have bought cars when another town failed to take delivery.

Councilor Georgeff asked Councilor Turich if he wanted to pull the order back and cancel. If he did, go ahead and make the motion.

Councilor Turich said that is not the direction I was heading or want to head. He just felt there could have been better conversation amongst the group in a public setting. The perception of the public is different.

Councilor Georgeff said he had gotten a consensus of the Council.

Councilor Turich said Councilor Georgeff didn't have a consensus and he would be happy to show him text messages that show that three (3) of the five (5) members wanted a special meeting. I will be happy to bring my text messages out and share the data.

Councilor Georgeff said he was sitting with another councilman and he had consent.

Councilor Turich said you and another council member gave consent. Who was the third? Councilor Black sent out a text saying that he wanted to have a special meeting.

Councilor Black said his text indicated he wanted a special meeting to discuss.

Councilor Robertson said he felt the will of the Council was to have a special but was complicated by the fact that two (2) members would have been out of town. I would ask Mr. Chairman to put it on the study session agenda to discuss at a future date.

Upon a roll call vote, there were five (5) affirmatives and no negatives. The motion passed. The order was adopted pending the signature of the Town Executive.

**Town of Highland
Board of Works
Order of the Works Board 2025-15**

An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Currie Motors Fleet of 10125 West Laraway Road, Frankfort, IL 60423 (1) one 2025 Ford F-150 Responder partially financed by the Trading-in of Existing Vehicles, all pursuant to I.C. 5-22-8-2 .

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.

Whereas, The Metropolitan Police Chief has identified Currie Motors Fleet of Frankfort, IL, IN to be a desirable source vendor for the purchase of one (1) 2025 Ford F-150 Responder at price of \$46,626 minus the five (5) trade-ins totaling \$31,150.00 for a total of **\$15,126.00**;

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) as well as Section 3.05.060 G(2) of the Highland Municipal Code, such purchase 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, pursuant to Section 3.050.060 (G)(2) of the Highland Municipal Code, expected that the purchase would be at less than \$50,000 and therefore purchase in the open market without inviting or receiving quotes;

Whereas, The purchase of the vehicles will be supported by the Municipal Capital Cumulative Fund (MCCD), and a duly approved appropriation in the Metropolitan Police Department of the Corporation General 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 finds and determines that the offer from Currie Motors Fleet, 10125 West Laraway Road, Frankfort, IL to be the lowest responsive and responsible offer having offered a unit price Of **46,626.00** for one (1) Ford F-150 Responder rendering a gross total price of **\$46,626.00**, to be adjusted by five (5) trade-ins totally valued at \$31,150.00 then rendering a total net purchase price of \$15,126; all pursuant to IC 5-22 and Section 3.05.060 (G)(2) of the Highland Municipal Code;

Section 2. That the Police Chief is authorized and approved to purchase from Thomas Dodge Chrysler Jeep Ram of Highland one (1) 2025 Ford F-150 Responder at the price of \$46,626.00 for a preliminary total of \$46,626 minus the trade-ins of \$31,150.00, for a **net** total of **\$15,126.00**; all pursuant to IC 5-22-8-2 and Section 3.05.060 (G) (2) of the Highland Municipal Code;

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 36-5-4-14.

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 27th day of May, 2025 having passed by a vote of 5 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; IC 36-5-6-5)

CURRIE MOTORS FLEET		INVOICE	
10125 West Laraway Rd Frankfort, IL 60423		Phone: 815-464-9200	Fax: 815-464-7500 curriefleet@gmail.com
SOLD TO: Highland Police Department 3315 Ridge Road Highland, IN 46322		INVOICE NUMBER H16253 INVOICE DATE 5/19/2025 PURCHASE ORDER NO. SALESPERSON Nic Cortellini	
SHIPPED TO: Highland Police Department 3315 Ridge Road Highland IN 46322		TERMS COD DELIVERY ETA	
STOCK #	DESCRIPTION	VIN	AMOUNT
H16253	2025 Ford F-150 Responder	1FTFW1P89SKD56495	\$46,626.00
Unit #1 Trade	2019 Dodge Charger (77,000 Miles)	2C3DXKT0KH685931	(\$8,000.00)
Unit #2 Trade	2019 Dodge Charger (90,000 Miles)	2C3CDXKT2KH685932	(\$8,000.00)
Unit #3 Trade	2019 Dodge Charger (89,000 Miles)	2C3CDXKTT2KH682285	(\$7,000.00)
Unit #4 Trade	2019 Dodge Charger (90,000 Miles)	2C3CDXKT2KH685932	(\$7,000.00)
Unit #5 Trade	2019 Dodge Charger (70,000 Miles)	2C3CDXKT9KH685927	(\$1,500.00)
	Trade Unit #5 that has engine issue will be valued at:		
	\$1500.00 With the unit not running but re assembled and can be rolled onto tow truck		
	\$3000.00 With unit running and in driveable condition		
FINANCE CHARGES will apply if the invoice is unpaid from <u>15 days</u> after delivery date of the vehicle. The "FINANCE CHARGES" are computed by a periodic rate of <u>1 1/2%</u> per month. The title application must be filed with Secretary of State within <u>30 days</u> or will be subject to a delinquent fee of <u>\$185.00</u>			SUBTOTAL \$ 15,126.00
DIRECT ALL INQUIRIES TO:			MAKE ALL CHECKS PAYABLE TO:
			PAY THIS AMOUNT \$ 15,126.00

THANK YOU FOR YOUR BUSINESS!

7. **Proposed Ordinance No. 1822:** An Ordinance establishing the Town of Highland Downtown District a Designated Outdoor Refreshment Area (DORA). (Introduce only)

Councilor Robertson introduced proposed Ordinance No. 1822. No further action was taken.

ORDINANCE No. 1822
of the
TOWN of HIGHLAND, INDIANA

An Ordinance Establishing the Town of Highland Downtown Designated Outdoor Refreshment Area.

WHEREAS, Ind. Code 7.1-3-31 provides authority to a municipality, defined as a city or town, to enact an ordinance creating Designated Outdoor Refreshment Areas (DORA); and

WHEREAS, the Town Council believes it is in the best interest of the Town to create a Designated Outdoor Refreshment Area in the downtown area, as authorized by Indiana Code 7.1-3-31 et seq., which area is shown on the attached Map, which is designated as "Exhibit A" and incorporated by reference herein.

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

1. All definitions in Ind. Code 7.1-2-31 et seq. shall apply to this Ordinance.
2. The map of the Downtown Highland Designated Outdoor Refreshment Area attached hereto as "Exhibit A", and incorporated herein by reference is hereby approved and confirmed.
3. That the Downtown Highland Designated Outdoor Refreshment Area boundary (Exhibit A) shall be defined as follows:

Starting at the Northeast corner of 2705 Highway Avenue and heading south along 2nd Street to the corner of Ridge Road at American Legion Post 180, 8727 2nd Street. Following due East adjacent to Ridge Road to Kennedy Avenue. Continuing East Across Kennedy Avenue along the Erie Lackawanna Trail to 5th Street. From 5th Street traveling East on the North side of Ridge Road to Main Square Park. Circumnavigating the perimeter of Main Square Park, within the park, not extending beyond the South, East, and North borders of the fence. Exiting Main Square Park at the Southeast corner of Highway Avenue and traveling across 5th Street to the corner of 5th Street at 2943 Highway Avenue. Then, traveling North on the West side of 5th Street to the Southeast corner of 2943 Highway Avenue. Traveling West along the Northside of Highway Avenue to 2849 Highway Avenue. The border then extends to the Northern wall of each business on Highway Avenue between 5th Street and Kennedy Avenue to the West wall of 2803 Highway Avenue. Crossing on the North side of Highway Avenue to the West side of Kennedy Avenue and traveling North along the West side of Kennedy Avenue to the Northeast corner of 2756 Kennedy Avenue. Heading West on the South side of Condit Street to the Erie Lackawanna Trail and heading Southeast to the trail intersection at Highway Avenue. Continuing from the trail intersection at Highway Avenue due West on the Northside of Highway Avenue and ending at the Northeast corner of 2705 Highway Ave.

4. The Town Council finds that the DORA is consistent with zoned areas that allow for commercial, retail and entertainment establishments.
5. IC 7.1-3-31 gives retailer permittees and temporary permittees located in a DORA the ability to allow persons twenty-one and over to leave their premises with open containers of alcohol up to a certain threshold, which the person may consume anywhere in the DORA.
 - a. Nothing in this Ordinance prohibits a business, landlord, or other establishment from prohibiting open containers of alcoholic beverages to enter their premises or from prohibiting alcoholic beverages purchased from another establishment to enter their premises. Any such establishment shall post conspicuous notice of such prohibition at the entrances to such establishment.
 - b. The Town of Highland maintains full authority and control over the sidewalks and common area, and no one may prohibit or limit open containers in accordance with Indiana Code 7.1-3-31 within the Designated Outdoor Refreshment Area in those spaces, except for the Town of Highland Police Department in the exercise of its law enforcement duties.
 - c. Alcoholic beverages in a DORA Container are prohibited from entering the premises of another Designated Permittee and/or Vendor.
 - d. Any business, residence, landlord, building owner, retailer, real property owner, lessee, and/or other establishment located in a DORA may, on a non-discriminatory basis, refuse to allow patron(s) to enter their premises, building, property, or business with an alcoholic beverage. Any business or premises which elects to exercise a right of refusal or to otherwise deny patrons entry with alcoholic beverages shall post signage indicating such an election.
6. The Downtown Highland Designated Outdoor Refreshment Area shall be active during the following days and times:
January 1 -December 31
Monday - Thursday, 12pm to 10pm Friday-
Sunday, 10am to 11pm
7. The following are proposed Designated Permittees within the Highland DORA:
Designated Permittees:
 1. American Legion Post 180, 8727 2nd Street
 2. Fuzzyline Brewing Co, 2712 Condit Street
 3. Growlers on Highway, 2816 Highway Ave
 4. Langel's Pizza, 2833 Highway Ave
 5. Jose's Family Restaurant, 2934 Highway Ave
8. Any additional licensed premise located within the Downtown Highland DORA that desires to be a "Designated Permittee" and/or any business the desires to be a "Vendor" within the

Downtown Highland DORA and granted a "refreshment area designation" shall submit "State Form 57288 - Designated Outdoor Refreshment Area Designation", which is attached hereto and incorporated herein by reference as "Exhibit B", for approval by the Town Council by resolution prior to submittal of State Form 57288 being sent to the Indiana ATC for review.

Furthermore, and more specifically, this form shall be submitted to the Town for placement on a Town Council agenda as a resolution for review and potential approval prior to:

- a. A Designated Permittee expanding their operations into the Area outside of their designated outdoor patio area.
 - b. An Approved Vendor, either by this Ordinance or future Resolution, requesting a temporary permit to serve in the area.
 - c. Any Organization holding a special event in the Area with a Vendor requesting a temporary permit to serve.
9. The signage designating the Downtown Highland DORA attached as "Exhibit C" and incorporated by reference is hereby approved and adopted and directs the Town to place the signage at designated locations at the boundaries of the DORA. Signs shall be a combination and include but may not be limited to pole mounts and sidewalk decals.
10. The Town Council recognizes that additional signage designating the Town of Highland Downtown Designated Outdoor Refreshment Area may be warranted and necessary, and therefore town staff is hereby authorized and granted full authority to increase the number or change the type of signage in their sole discretion.
11. Participating, licensed designated permittees, vendors and patrons within the established DORA will be required to follow the local guidelines herein attached and more specifically set forth as "Exhibit D", all of which is in accordance with local and State laws.
12. This ordinance shall be in full force and effect upon its passage, approval and publication pursuant to Indiana law.
13. Persons may not consume beverages within a DORA which (1) were not purchased from a Designated Permittee or Vendor and/or (2) which were brought from outside a DORA into the subject DORA. The refilling of an authorized container with alcoholic or other beverages is strictly prohibited. Individuals found to be in violation of this section shall be subject to a fine of up to Five Hundred and 00/100 dollars (\$500.00).
14. In accordance with Indiana Code 7.1-3-31 et seq.:
 - a. A person may consume an alcoholic beverage purchase from a

designated permittee or vendor anywhere within the refreshment area boundaries, subject to the right of any retailer permittee or business within the refreshment area to refuse to allow individuals to enter the licensed premises or business with an alcoholic beverage.

- b. All Designated Permittees and Vendors may allow a person to exit the designated permittee's or vendor's licensed premises with not more than two (2) open containers of an alcoholic beverage at a time. The contents of an open container may not exceed the following:
 1. Beer or flavored malt beverage of not more than sixteen (16) ounces.
 2. Wine, cider, or hard seltzer of not more than twelve (12) ounces.
 3. A mixed drink of not more than ten (10) ounces containing not more than two (2) ounces of liquor.
15. Glass containers may only be allowed in a Designated Permittee's Outdoor dining area and may not be removed into the Downtown Designated Outdoor Refreshment Area.
16. Designated Permittees and approved Vendors may use only non-breakable plastic or metal bottles, plastic cups, paper cups, or metal cups affixed with a logo or label that identifies the container for use only in the Designated Outdoor Refreshment Area.
17. The Town of Highland shall adopt and approve a DORA container label, the design of which shall include the DORA Logo and/or any other information approved or so required by the Highland Town Council.
18. The Highland Town Council may delegate and designate a department, agent, entity, or individual the right to serve as the exclusive designer, manufacturer, distributor, and/or retailer and service provider of DORA Containers and/or Container Labels for use in DORA(s).
19. Proceeds obtained from the sale of authorized DORA Containers and/or Container Labels shall be used, in part, to assist the town of Highland in payment of costs and expenses associated with signage, public safety, sanitation costs, events, improvements, and operations of the DORAs. All other proceeds shall be the exclusive and sole property and/or be incorporated into the budget of the designated department, agent, entity, or individual responsible for those obligations.
20. Beverages consumed within a Designated Permittee's or Vendor's premises are not required to be in a DORA Container.
21. A Designated Permittee approved by the Town of Highland and Indiana Alcohol and Tobacco Commission shall continuously maintain a trash receptacle(s) outside of all main entrances to their premises at their sole cost and expense.

22. The carryout privileges that a Designated Permittee may have under the scope of the Designated Permittee's other permits or licenses shall not be impacted or otherwise affected by being located within a DORA. Carryout of sealed original containers shall be permitted, but said containers shall not be opened or consumed within a DORA.
23. Failure of a Designated Permittee and/or Vendor to comply with this ordinance shall result in an immediate revocation of a Designated Permittee's and/or Vendor's right and ability to participate in a DORA. In such an event, the Town of Highland or its designated department or agent, shall deliver or serve notice of such revocation to Designated Permittee and/or Vendor. Said revocation shall contain the following: (i) that the revocation shall be immediately effective; (ii) that the Designated Permittee and/or Vendor shall immediately cease their participation in the DORA; and (iii) the basis for the revocation.

☞ Fine. In the alternative of a revocation of a Designated Permittee's or Vendor's right and ability to participate in the DORA, the Town of Highland or its designated department or agent may issue a fine to a Designated Permittee or Vendor for their failure to comply with this ordinance in an amount not exceeding five hundred dollars (\$500.00). The issuance of said fine shall comply with the notice requirements set forth in the preceding section.

Introduced and Filed 27th day of May 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 23rd Day of June May 2025, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of in favor and opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

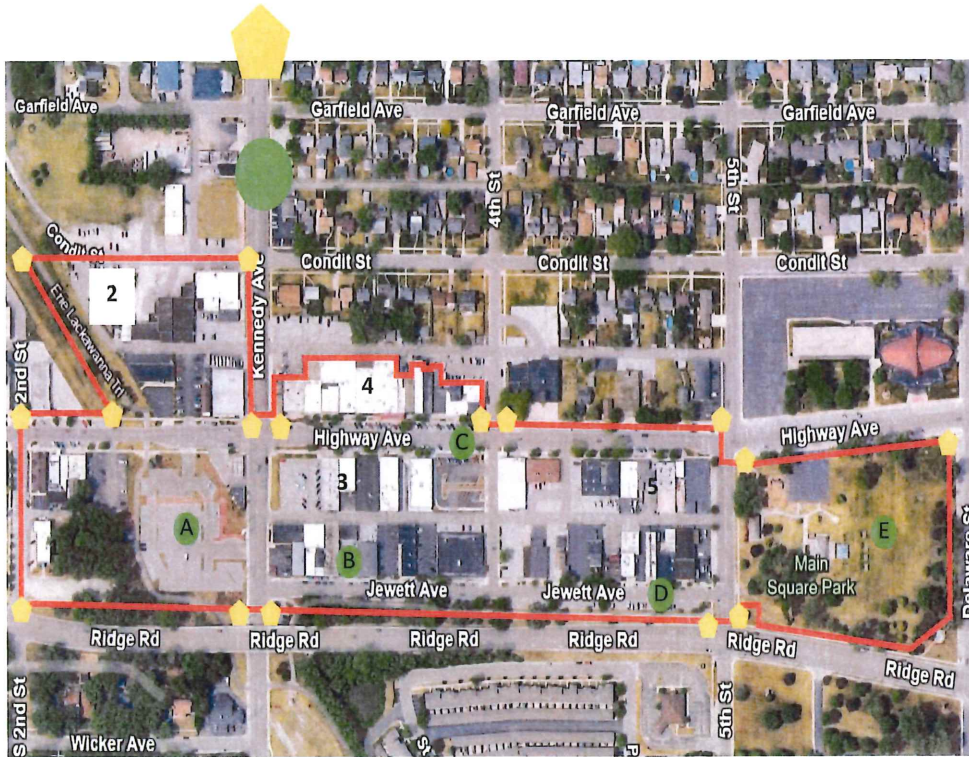
George Georgeff, President (IC 36-5-2-10)

Attest:

Mark Herak

Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

"Exhibit A"



Sign Locations

1) American Legion Post 180

A) Municipal Parking Lot

2) Fuzzyline Brewing Co

B) Jewett Ave Alcove Lot

Vendor Areas

3) Growlers on Highway

C) Highway Ave Block

4) Langel's Pizza / Rodney's

D) Jewett Ave Block

Permit Holders

5) Jose's Family Restaurant

E) Main Square Park



"EXHIBIT B"

DESIGNATED OUTDOOR
REFRESHMENT AREA (DORA)
DESIGNATION
State Form 57288 (R / 7-24)

INDIANA ALCOHOL AND TOBACCO COMMISSION 302 West Washington Street, Room E-114 Indianapolis, IN 46204 (317) 232-2430 www.in.gov/atc
--

INSTRUCTIONS: 1. Please type or print clearly.

2. There is no fee or charge to be designated as part of a designated outdoor refreshment area (DORA).
3. If you hold a retailer or craft manufacturer permit that is located within the boundaries of a DORA and are requesting to be a designated permittee, please complete Sections 1, 3, and 4 below.
4. If you are or will be obtaining a temporary beer and wine permit, requesting supplemental catering authority, or are a craft manufacturer requesting to operate within a DORA on a temporary basis, please complete Sections 2, 3, and 4 below.
5. If you have any questions regarding DORAs, please visit www.in.gov/atc/alcohol-permit-resources/designated-outdoor-refreshment-areas/.

SECTION 1: RETAILERS & CRAFT MANUFACTURERS		
Permittee name (as printed on permit)	Permit number	
Doing business as (d/b/a)	Permit expiration date (mm/dd/yyyy)	
Address of permit premises (number and street, city, state, and ZIP code)		
Name of person making application	Telephone number	E-mail address
Has the DORA already been approved by the ATC? <input type="checkbox"/> Yes <input type="checkbox"/> No	DORA number (approved DORAs only)	
SECTION 2: TEMPORARY VENDORS, SUPPLEMENTAL CATERERS & CRAFT MANUFACTURERS		
Please select one: <input type="checkbox"/> Temporary beer and wine permit Supplemental caterer <input type="checkbox"/> Ring permit manufacturer <input type="checkbox"/> Craft artisan distiller, farm winery, small		
Permittee name (as printed on permit)	Permit number (caterers and manufacturers only) craft manufacturer	
Doing business as (d/b/a)	Permit expiration date (mm/dd/yyyy) (caterers and manufacturers only)	
Name of person making application	Telephone number	E-mail address
DORA number (approved DORAs only)	Start date (mm/dd/yyyy)	End date (mm/dd/yyyy)
SECTION 3: LOCAL JURISDICTION APPROVAL		

Printed name of city or town official	Date (mm/dd/yyyy)
Signature	Title
SECTION 4: CERTIFICATION AND SIGNATURE	
I hereby certify that I have reviewed this application and that all information provided herein is true and correct. I form prior to signing, acknowledge and understand that it is a felony under Indiana law to falsify any portion of this application or attached documents. misrepresent or fa	
Printed name of applicant	Date (mm/dd/yyyy)
Signature	Title

"EXHIBIT C"





"EXHIBIT D"

Downtown Highland Designated Outdoor Refreshment Area

The DORA is a designated area where alcoholic beverages can be purchased in a marked container from participating establishments and carried within the district.

- The Downtown Highland DORA is in effect January 1- December 31. Monday through Thursday from 12pm to 10pm & Friday through Sunday from 10am to 11pm.
- Patrons must be age 21 or over.
- No outside alcoholic beverages are permitted to be consumed in the DORA.
- DORA beverages may be purchased only at participating liquor establishments.
- DORA drinks are allowed only within the DORA boundaries.
- Exit signage is placed at the boundaries of the DORA, and DORA beverages are not permitted outside of these exit points.
- Pre-packaged beverages are not permitted to be dispensed as a DORA beverage.
- Only specific cups with the DORA logo are permitted to be used for DORA beverages.
- No glass containers are permitted in the DORA area.
- Patrons may enjoy their beverage outdoors (staying within the DORA boundaries).
- Any business or premises located in a DORA which allows patrons to enter their premises, building, property, or business with an alcoholic beverage shall be required to post signage indicating that said business or premises is a participant in the DORA and that alcoholic beverages are permitted.

- Alcoholic beverages in a DORA Container are prohibited from entering the premises of another Designated Permittee and/or Vendor.
- Possession of an open container of an alcoholic beverage in a motor vehicle may constitute a Class C infraction under IC 9-30-15.
- All Designated Permittees must continuously provide and maintain a trash receptacle(s) outside of each main entrance to their establishment at the sole cost of the owner/permittee.

Safety and nuisance laws are strictly enforced. Patrons participating in the DORA should enjoy the DORA responsibly, respect the residents and businesses, and never drink and drive.

8. **Works Board Order No. 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 Highland Municipal Code.

The Council President removed Works Board Order No. 2025-16 from the agenda.

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 • Redevelopment Commission Member • Liaison to Building & Inspection Department*

Councilor Turich acknowledged Building Commissioner Ken Mika who said the BZA is meeting tomorrow evening. They have two (2) petitioners, both with public hearings. One concerns a use variance. The petitioner is the Fairhaven Rape Crisis Center at 2645 Ridge Road. The other is for a property on South Kennedy Avenue. The petitioner is seeking a use variance and developmental standard variance. From Building and Inspection, he issued a demolition permit to Redeemer Lutheran Church at 9009 Kennedy Avenue. The church plans on demolition a portion of the church and rebuild it. He has also issued them a building permit. He also updated the Council on Traditions. He said he issued a second demolition permit for removal of the foundation. He said because of rising material costs, the owner has decided not to rebuild at this time.

Councilor Turich spoke with Park Superintendent Alex Brown who was absent but he advised Councilor Turich that he had no report.

- **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 Robertson gave a quick update at remodeling the existing Town Hall. He said the process has been a little bit slower than he anticipated but he has talked to a couple of architects and a general contractor who are willing to take a look once he gets the blueprints for the existing town hall. Ken Mika said Derek Snyder is copying the prints and should have them by weeks end.

Fire Chief Mike Pipta said since they last met, the department has responded to 27 calls of service. The Personnel Committee interviewed six (6) candidates for the fire chief's position. He said the Personnel Committee did send a recommendation to the Town

Council. He, his administrative assistant Denise Beck and retired firefighter Ron Staroscsak are working in preparation of the upcoming ISO Audit.

Council Robertson acknowledged Public Works Director Mark Knesek who thanked the Council for the new hire, which puts him back at full staff.

- **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 Black thanked the HCCE and all the hard work they put into making an excellent Memorial Day Service.

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

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

Town Council Meeting Notes for 05/27/2025 – Police Department – 05/12/2025 thru 05/27/2025

0 Burglaries / Robberies / Rapes / Thefts from vehicles

2 Auto Thefts

1 resident of Teakwood Condos (Behind Meijer) had 2007 Pont G6 stolen – Keys left in vehicle
Rented vehicle not returned – Recovered by Alsip PD – Female from Chicago is suspect

7 Assaults – 4 Arrests made (1 HHS Juvenile)

Responded to 14 Domestic Disturbance calls. 2 arrest made.

44 Accidents handled (4 personal injury)

5 DUI arrests made

Fraud – Several cases – log into bank accounts regularly and check for unauthorized deposits and / or withdrawals – don't click on computer pop-ups that say your computer has a virus and you have to pay money to fix it – get your free annual credit report and review it thoroughly....ITS FREE

Handled 8 Retail Thefts – 4 arrests made – Loss ranges from \$7.00 up to \$4,750.00

Suspects from: Janesville WI / Gary / Merrillville / Crown Point / Valparaiso / A group of males from Chicago / No Highland residents.

No park graffiti reported.

A couple quick notes on the Dog Pound fundraiser Commander Anderson wanted me to relay: Sat. June 7

Band – "I'm With Frank"

Pasta dinner – Donated by Langel's and Amicci's

Cash Bar – Raffle Baskets – Photo Booth – McGruff the Crime Dog

Tickets can be purchased at Lincoln Center / Police Department / At the door on day of event

ATM and Credit Card machine on site at the event

Messages

From: BRIAN ORTH (HIPD) To: RALPH POTESTA; BRIAN ORTH
Subject: MAY 2025 CODE STATS

CASES HANDLED: 205 CASES -----18 DAYS OF WORK

FOLLOW UP WITH RECIPROCITY --- 57 VEHICLES CHECKED ON ----- WHICH INCLUDED 6 CITATIONS -----OTHERS
WERE PLATED IN INDIANA OR GOA

1 SCHOOL BUS ARM VIOLATION TICKET

1 HANDICAP VIOLATION TICKET

10 JUNK VEHICLES TAGGED

45 GARBAGE CANS TAGGED IN THE MONTH OF MAY NORTH OF RIDGE RD

SUMMER IS HERE AND HAVE BEEN FOLLOWING UP ON GRASS/WEEDS COMPLAINTS ALONG WITH VARIOUS SIGNS IN
PARKWAYS AND ON TELEPHONE/NIPSCO POLES

FOLLOWED SCHOOL BUSES MOST OF MONTH AND DID TRAFFIC IN THE SCHOOL ZONE THIS PAST WEEK WITH 1 STOP
EVERDAY

HAVE BEEN HITTING CVS AND WALGREENS FOR HANDICAP ENFORCEMENT NORMALLY 2 TIMES A WEEK.

BRIAN

Councilor Scheeringa then acknowledged IT Director Ed Dabrowski who said he is busy with normal tech stuff. He said the lights downtown were changed to red, white and blue to commemorate Memorial Day. This pattern of lights will remain on till June 1st, when it will be changed to rainbow to commemorate the LGBTQ Community. He asked if anyone had any additional questions.

- **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 reminded everyone of the upcoming Highland-Griffith Chamber of Commerce Golf Outing. It will be held on Thursday, July 10th. He said early bird registration goes until June 9th and they are still accepting hole sponsors. He also congratulated the Highland-Griffith Chamber for being voted the best Chamber of Commerce, the second year in a row.

That concluded comments from the Council and President Georgeff then turned it over to comments from visitor's or residents, reminding them to limit their comments to 2 minutes.

Comments from Visitors or Residents:

Georgianne Glavas, and Nicole Revliotis we're present representing Logan's Love. Last year, they came before the Council to introduce themselves and a few weeks ago they spoke at the Police Commission meeting about their goals to bring Ben's Blue Bags and Project Lifesaver to Highland. Through donations, sponsorships, and fundraising they've been able to equip and educate over 401 responders with Ben's Blue Bag and the autism training that comes with it. They also made Dyer a Project Lifesaver Community. They passed out a flyer inviting the Council to their annual golf outing. The golf outing is Friday, June 13, 2025 at Wicker Park. They said 100% of the proceeds from the golf outing are given back to the projects. They then explained Project Lifesaver. They said they have been working with Chief Potesta. It is a transmitter for developmental challenged children and the elderly with dementia. It's a bracelet that they wear. It can either be placed on the person's wrist or ankle. It transmits radio waves and helps in locating the person. Currently, Dyer, Crown Point and Hobart are the only communities with the tracking device. Their hope is that it will go nationwide. Before it could take up to twelve (12) hours to locate someone but with the transmitter, that time is reduced to twelve (12) minutes. The device costs roughly \$4,500 each.

Logan's Love Logan Speaks

2nd Annual

GOLF OUTING

Proceeds will allow us to continue hosting free sensory friendly events to the special needs community and continue our mission.

FRIDAY, JUNE
13TH
2025

WICKER PARK

8554 Indianapolis Blvd, Highland, IN

REGISTRATION: 10:30AM LUNCH: 10:45 AM to 11:45 AM

SHOTGUN START: 12:00PM STAY AFTER FOR DINNER & DOOR PRIZES

SPONSORSHIPS			
()	\$2,500	Logan's Love Tournament Sponsors	Recognized as the presenting sponsor of the tournament. Includes 1 foursome, name/logo on large banners & signage throughout the course.
()	\$1,000	Lunch Sponsors	Includes name/logo on signage throughout the course.
()	\$1,000	Golf Cart Sponsors	Includes name/logo on signage on golf carts.
()	\$500	Contest Sponsors	Includes name/logo on signage at contest holes.
()	\$500	Refreshment Sponsors	Includes name/logo on signage by refreshment area.
()	\$100	Hole Sponsors	Includes name/logo on signage at sponsored hole.
()	\$ ____	In-Kind Donation to Support Logan's Love	Ben's Blue Bag (\$125) or Project Lifesaver (Various)

ONE PLAYER
\$125

FOURSOME
\$500

Company Name/Sponsor: _____

FOURSOME NAMES

#1 _____

Email _____

#2 _____

Email _____

#3 _____

Email _____

#4 _____

Email _____

Email _____

Mailing Address _____

City: _____ State: _____ Zip: _____

Contact Number: _____

All sponsorships & logos are due by June 5, 2025

Total for Golfers: \$ _____

Total for Sponsorship: \$ _____

Donation: \$ _____

Total Enclosed: \$ _____

Multiple sponsorships are welcome and appreciated. All sponsors will receive recognition at Wicker Park, in Logan's Love Publications, and on Social Media. Logan's Love - Logan Speaks is a 501c3 non profit organization.

RETURN FORM & SUBMIT PAYMENT TO:

Logan's Love. ATTN: Georgianne Glavas, 1727 Chelsea Street, Schererville, IN 46375

FOR MORE INFO, CONTACT Georgianne at 219.789.5451 or logansloveloganspeaks@gmail.com.

He asked if there were any other comments. Hearing none, he closed comments from the public and brought it back to the Council. He 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 May 14, 2025 through May 28, 2025 and the payroll dockets . Councilor Black seconded. Upon a roll call vote, there were five (5) 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 were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

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 of Plenary Meeting. There being no further business on the agenda, the Town Council President declared the regular plenary meeting of the Town Council of Monday, May 27, 2025, adjourned at 7:35 o'clock p.m.

Mark Herak
Clerk-Treasurer

Approved by the Town Council at its meeting of June 9, 2025.